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# **MAINE STATE GOVERNMENT ANNUAL REPORT 2013-2014**



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

*Published at*  
**Augusta, Maine  
2014**



Paul R. LePage  
**Governor of Maine**

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

Printed Under Appropriation Number 038 18B 2204 02 9010

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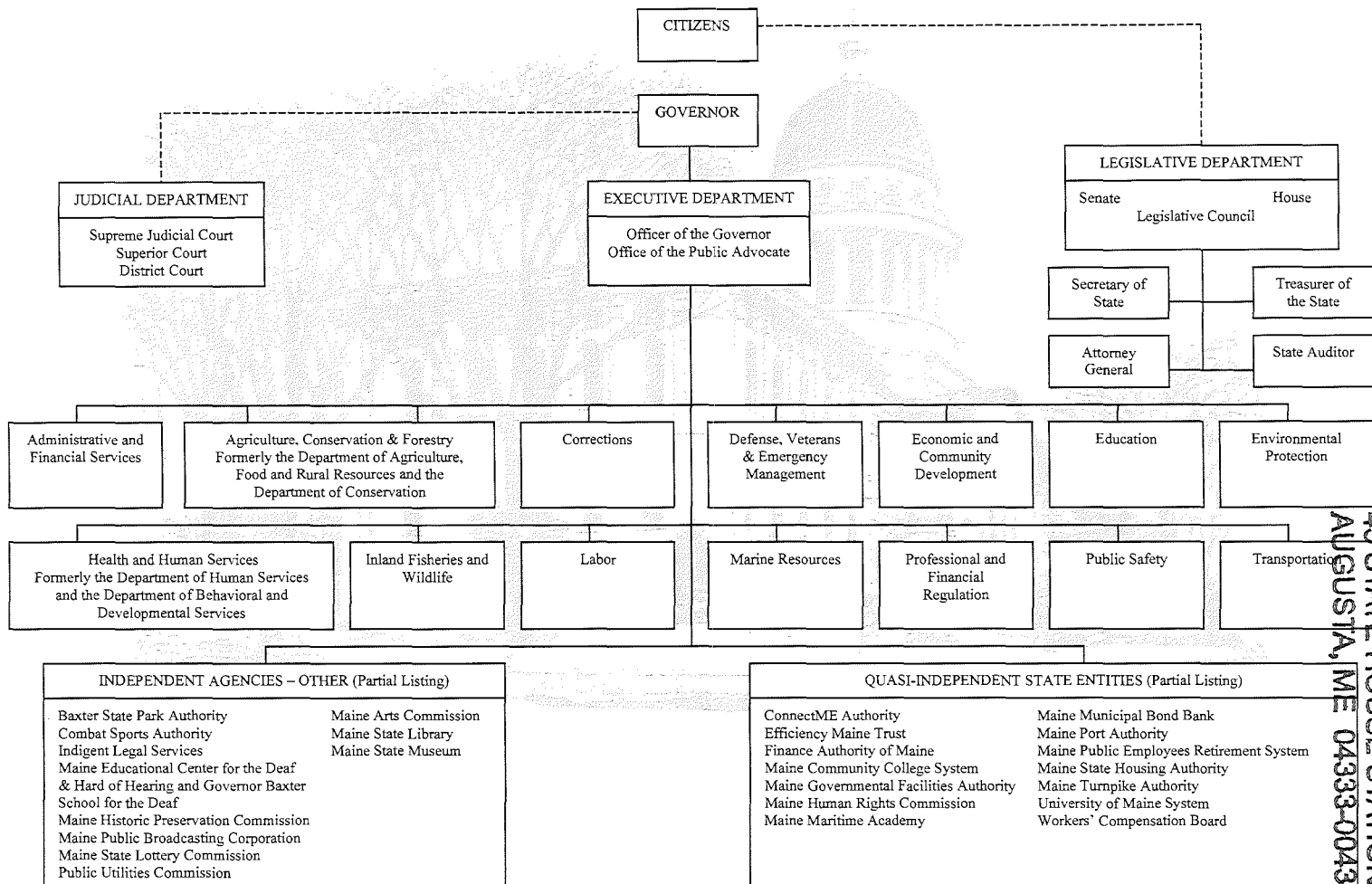
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of State Government and is not intended as legal authority either for judicial notice or legal citation.

# ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



MAINE STATE GOVERNMENT  
AUGUSTA, ME 04333-0043



# 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**

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

**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 has two main functions: to manage the State's primary revenue streams; and, to coordinate a number of central services for departments within Maine State Government.

**ORGANIZATION:**

The Department of Administrative and Financial Services (DAFS) was created through Public Law 1991, Chapter 780, which merged the Department of Administration and the Department of Finance into one department. DAFS is comprised of the following functional areas: the Office of the Commissioner; the Bureau of Alcoholic Beverages and Lottery Operations; the Bureau of the Budget; the Board of Tax Appeals; the Board of Property Tax Review; the Division of Financial and Personnel Services; the Bureau of General Services; the Bureau of Human Resources; the Office of Information Technology; the Maine Revenue Services; and, the Office of the State Controller. Information on each of these individual components can be found in the following pages.

**PROGRAM:**

The Department of Administrative and Financial Services provides a number of central services to state agencies. These services include ensuring appropriate financial and human resource management systems are in place, managing the budget process, and overseeing all aspects of State's procurement process and property management. The Department also interacts with Maine citizens in the collection of revenues, the sale of lottery tickets and the receipt of employment applications.

**LICENSES:**

Information on licenses issued by the Department can be found within each component unit of the Department.

**PUBLICATIONS:**

Information on publications can be found within each component unit of the Department.

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2014:** 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	60,063,430	19,952,673		741,191		39,369,566
HEALTH BENEFITS	20,846,531	7,246,943		330,516		13,269,072
RETIREMENTS	11,273,366	3,760,024		133,564		7,379,778
OTHER FRINGE BENEFITS	1,149,056	381,158		15,289		752,609
COMPUTER SERVICES	20,659,801	17,617,456	1,952,790	32,219		1,057,336
CONTRACTUAL SERVICES	111,644,270	9,072,654	5,538,059	798,326		96,235,231
RENTS	4,909,849	1,398,910	214,647	35,732		3,260,560
COMMODITIES	4,372,638	3,200,673	208,866	517,946		445,153
GRANTS, SUBSIDIES, PENSIONS	60,136,147	33,593,323	17,623,214		491,037	8,428,573
BUILDING IMPROVEMENTS	753,280	188,250	565,030			
EQUIPMENT	709,848	314,005	395,843			
INTEREST-DEBT RETIREMENT	4,815,739	3,815,765	760,000			239,974
TRANSFER TO OTHER FUNDS	436,601,051	6,190,419	167,242	69,006		430,174,384
COST OF GOODS SOLD	21,845,106	13,050,637				8,794,469
<b>TOTAL EXPENDITURES</b>	<b>759,780,112</b>	<b>119,782,890</b>	<b>27,425,691</b>	<b>2,673,789</b>	<b>491,037</b>	<b>609,406,705</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	402,943	402,943				
HEALTH BENEFITS	102,200	102,200				
RETIREMENTS	80,384	80,384				
OTHER FRINGE BENEFITS	7,709	7,709				
COMPUTER SERVICES	14,970	14,970				
CONTRACTUAL SERVICES	503,289	319,070	184,219			
RENTS	122	122				
COMMODITIES	5,030	5,030				
GRANTS, SUBSIDIES, PENSIONS	10,620	10,620				
<b>TOTAL EXPENDITURES</b>	<b>1,127,267</b>	<b>943,048</b>	<b>184,219</b>			

## OFFICE OF THE STATE CONTROLLER DOUGLAS E. COTNOIR, STATE CONTROLLER

*Central Office* 4TH FLOOR CROSS OFFICE BLDNG, AUGUSTA, ME 04333  
*Mail Address* 14 STATE HOUSE STATION, AUGUSTA, ME 04333-0014 *FAX* (207) 626-8422  
*Established* 1931 *Telephone* (207) 626-8420  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 119 *Citation* T0005 *M.R.S.A., Sect.* 000001541

### 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

are administered by the Office staff. The Office's Financial Reporting Unit 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 2013 received the Certificate of Excellence in Financial Reporting for the seventh 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 2014:** 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	1,344,385	1,344,385				
HEALTH BENEFITS	425,098	425,098				
RETIREMENTS	290,115	290,115				
OTHER FRINGE BENEFITS	28,040	28,040				
COMPUTER SERVICES	52,491	52,491				
CONTRACTUAL SERVICES	71,702	61,048	10,654			
RENTS	400		400			
COMMODITIES	7,814	7,774	40			
TOTAL EXPENDITURES	2,220,045	2,208,951	11,094			

## BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

### GREGG MINEO, 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

### PURPOSE:

The purpose of the Bureau of Alcoholic Beverages and Lottery Operations is to provide for the pricing, listing, and delisting of spirits, oversight of liquor licensing and information and the creation, distribution, and sales of Maine

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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, 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 at agency liquor stores. The Bureau is responsible for the distribution and the sale of lottery products through licensed Lottery agents. The Bureau is responsible for the oversight of liquor licensing and enforcement.

### **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 spirits and lottery businesses of the State as well as revenue generated from the collection of excise tax on malt and wine and the licensing of distribution and sale of alcoholic beverages. 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,480,953	431,013				1,049,940
HEALTH BENEFITS	543,450	165,244				378,206
RETIREMENTS	261,954	76,546				185,408
OTHER FRINGE BENEFITS	29,550	6,892				22,658
COMPUTER SERVICES	74,231	19,118				55,113
CONTRACTUAL SERVICES	2,802,217	31,041	300			2,770,876
RENTS	654,735	60,251				594,484
COMMODITIES	47,925	2,624				45,301
TRANSFER TO OTHER FUNDS	171,724,913		11			171,724,902
<b>TOTAL EXPENDITURES</b>	<b>177,619,928</b>	<b>792,729</b>	<b>311</b>			<b>176,826,888</b>

## BUREAU OF THE BUDGET

**MELISSA L. 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

### 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 2014:** 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	709,654	672,190		37,464		
HEALTH BENEFITS	191,509	179,800		11,709		
RETIREMENTS	162,085	153,528		8,557		
OTHER FRINGE BENEFITS	12,369	11,586		783		
COMPUTER SERVICES	16,140	14,825		1,315		
CONTRACTUAL SERVICES	42,626	39,564		3,062		
COMMODITIES	2,549	2,321		228		
<b>TOTAL EXPENDITURES</b>	<b>1,136,932</b>	<b>1,073,814</b>		<b>63,118</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 2013-14. The Commission discussed the following:

Kennebec Arsenal  
Campbell Barn  
Farmhouse  
Marquardt Building  
Greenlaw Building  
CETA Building  
OIT Data Center  
Gannett House



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

East Campus Mechanical Building  
Blaine House Projects  
Stone Building  
Natural Gas Project  
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 2014:** 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 PolicyArea* 00 *Umbrella* 18 *Unit* 555 *Citation* T0005 *M.R.S.A., Sect.* 000001830

### **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 2014:** 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	595,761					595,761
HEALTH BENEFITS	250,788					250,788
RETIREMENTS	111,327					111,327
OTHER FRINGE BENEFITS	11,917					11,917
COMPUTER SERVICES	13,554					13,554
CONTRACTUAL SERVICES	7,705,917					7,705,917
RENTS	5,206					5,206
COMMODITIES	88,873					88,873
GRANTS, SUBSIDIES, PENSIONS						
INTEREST-DEBT RETIREMENT	153,432					153,432
TRANSFER TO OTHER FUNDS	125,980					125,980
<b>TOTAL EXPENDITURES</b>	<b>9,062,755</b>					<b>9,062,755</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

### **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 the Department 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 2014:** 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	43,627			43,627		
HEALTH BENEFITS	13,969			13,969		
RETIREMENTS	6,820			6,820		
OTHER FRINGE BENEFITS	825			825		
COMPUTER SERVICES	1,326			1,326		
CONTRACTUAL SERVICES	8,668			8,668		
COMMODITIES	118			118		
TRANSFER TO OTHER FUNDS	6,248			6,248		
<b>TOTAL EXPENDITURES</b>	<b>81,601</b>			<b>81,601</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

### 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 the Department 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 has entered into 3 contracts with Aetna to provide health insurance benefits to active and retired members of the State's group health plans. An Administrative Services contract effective July 1, 2012 provides for a point-of-services (POS) managed care plan for active employees and non-Medicare

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

eligible retirees. A Medicare Advantage Private Fee-for-Service (PFFS) plan is insured by Aetna and provides coverage for Medicare eligible retirees. A stop-loss insurance policy, effective each July 1, is executed to protect the Plan against claims in excess of \$500,000. The group health plans provide health care benefits for approximately 40,000 covered lives. The Commission has renewed the dental insurance contract with Northeast Dental through FY 2015. 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 wellness initiatives 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. In 2014, the program was expanded to include additional criteria for enrollment with a primary care practice. The Commission furthered its value-based purchasing strategy by engaging in negotiations with health networks to develop Accountable Care Organizations.

### LICENSES:

All Free:

Summary Plan Description, HMO Choice (POS)  
 Summary of Benefits & Coverage, HMO Choice (POS)  
 Schedule of Benefits, HMO Choice (POS)  
 Benefit Overview, Medicare Advantage Plan  
 Summary of Benefits, Medicare Advantage Plan  
 Summary Plan Description, Northeast Delta Dental  
 Summary of Benefits Coverage, Northeast Delta Dental  
 Employee Newsletter, AllInOne

**FINANCES, FISCAL YEAR 2014:** 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	531,511	13,775				517,736
HEALTH BENEFITS	192,145	2,439				189,706
RETIREMENTS	122,080	2,458				119,622
OTHER FRINGE BENEFITS	11,541	303				11,238
COMPUTER SERVICES	40,887					40,887
CONTRACTUAL SERVICES	75,488,924	62				75,488,862
RENTS	19,487					19,487
COMMODITIES	7,198					7,198
TRANSFER TO OTHER FUNDS	170,193,319	770,057				169,423,262
<b>TOTAL EXPENDITURES</b>	<b>246,607,092</b>	<b>789,094</b>				<b>245,817,998</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF FINANCIAL AND PERSONNEL SERVICES**  
**KIMBERLY A. SMITH, ACTING ASSOC 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

**PURPOSE:**

The Division of Financial and Personnel Services provides consolidated administrative, financial and personnel management services for departments and agencies in state government.

**ORGANIZATION:**

The Division of Financial and Personnel Services was established with the creation of the Department of Administrative and Financial Services in 1992. Public Law 2005, Chapter 12, expanded the Division by authorizing the Commissioner to review the organization structure of payroll, personnel and accounting units to improve organizational efficiency and cost-effectiveness. As a result, these functions across state government were consolidated into five service centers within the Division. The service centers, each having a financial and personnel unit, are: General Government; Natural Resources; Security and Employment; Corrections; and, Health and Human Services.

**PROGRAM:**

The Division provides financial and personnel services to most state agencies. Financial services include accounting; cash management; financial analysis and reporting; and, budget development and monitoring. Personnel services include payroll processing; recruitment and hiring; employee relations; and, Workers' Compensation management.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF FINANCIAL AND PERSONNEL 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	10,182,879					10,182,879
HEALTH BENEFITS	3,746,987					3,746,987
RETIREMENTS	2,087,175					2,087,175
OTHER FRINGE BENEFITS	198,268					198,268
COMPUTER SERVICES	541,848	4				541,852
CONTRACTUAL SERVICES	635,715	87,822	5,953			541,940
RENTS	129,223					129,223
COMMODITIES	99,425					99,425
GRANTS, SUBSIDIES, PENSIONS	418,917				418,917	
INTEREST-DEBT RETIREMENT	3,579,324	3,579,324				
COST OF GOODS SOLD	13,050,637	13,050,637				
<b>TOTAL EXPENDITURES</b>	<b>34,670,398</b>	<b>16,717,779</b>	<b>5,953</b>		<b>418,917</b>	<b>17,527,749</b>

**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

**PURPOSE:**

General Services was established to provide one centralized bureau to manage and oversee the state's procurement process; provide insurance advice and services

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL 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.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF GENERAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,743,273	3,989,934		362,522		1,390,817
HEALTH BENEFITS	2,471,947	1,675,622		191,069		605,256
RETIREMENTS	1,055,218	728,410		64,508		262,300
OTHER FRINGE BENEFITS	120,432	86,307		8,111		26,014
COMPUTER SERVICES	182,008	119,002		256		62,750
CONTRACTUAL SERVICES	5,609,349	3,920,648	460,835	784,072		443,794
RENTS	1,139,318	114,575	213,335	35,732		775,676
COMMODITIES	3,766,775	3,024,020	186,744	517,599		38,412
BUILDING IMPROVEMENTS	753,280	188,250	565,030			
EQUIPMENT	409,848	14,005	395,843			
INTEREST-DEBT RETIREMENT	996,491	236,442	760,000			49
TRANSFER TO OTHER FUNDS	69,174,112		22,869	52,171		69,099,072
<b>TOTAL EXPENDITURES</b>	<b>91,422,051</b>	<b>14,097,215</b>	<b>2,604,656</b>	<b>2,016,040</b>		<b>72,704,140</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**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

**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 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 appellatant 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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. This website provides State agencies, State employees and the public with access to job class specifications, salary schedules, personnel action forms, an on-line Policy & Practices Manual and other information. HR briefings with the agencies' HR staff are held bimonthly. 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.

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)



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**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HUMAN RESOURCES	<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	1,744,373	1,049,970				694,403
HEALTH BENEFITS	569,880	301,735				268,145
RETIREMENTS	380,461	230,456				150,005
OTHER FRINGE BENEFITS	26,851	14,499				12,352
COMPUTER SERVICES	145,089	49,267				95,822
CONTRACTUAL SERVICES	5,178,202	140,023				5,038,179
RENTS	106,499	2,345				104,154
COMMODITIES	26,698	8,936				17,762
GRANTS, SUBSIDIES, PENSIONS	8,428,573					8,428,573
TRANSFER TO OTHER FUNDS	129,094					129,094
<b>TOTAL EXPENDITURES</b>	<b>16,735,720</b>	<b>1,797,231</b>				<b>14,938,489</b>

## 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* PolicyArea 00 Umbrella 18 Unit 127 Citation T0005 M.R.S.A., Sect. 000001981

#### 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.

#### PROGRAM:

The Office of Information Technology (OIT) is led by the Chief Information Officer with two 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.

Other areas are:

Project Management Office  
Architecture, Security, and Policy  
Finance

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Vendor Management  
Technology Business Consultants  
Business Process Management  
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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INFORMATION TECHNOLOGY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	24,685,157					24,685,157
HEALTH BENEFITS	7,742,643					7,742,643
RETIREMENTS	4,411,757					4,411,757
OTHER FRINGE BENEFITS	464,660					464,660
COMPUTER SERVICES	9,848,021	9,753,702				94,319
CONTRACTUAL SERVICES	3,024,725	1,146,805				1,877,920
RENTS	1,632,330					1,632,330
COMMODITIES	131,332	1,800				129,532
GRANTS, SUBSIDIES, PENSIONS	72,120				72,120	
INTEREST-DEBT RETIREMENT	86,493					86,493
TRANSFER TO OTHER FUNDS	25,025,577	5,420,362				19,605,215
COST OF GOODS SOLD	8,794,469					8,794,469
<b>TOTAL EXPENDITURES</b>	<b>85,919,284</b>	<b>16,322,669</b>			<b>72,120</b>	<b>69,524,495</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 by statute in 1997 to serve as a self-supporting and cost-effective electronic web portal ([www.maine.gov](http://www.maine.gov)) to provide and enhance access to the State's public information for individuals, businesses, and other entities. See the InforME Public Information Access Act at: <http://www.mainelegislature.org/legis/statutes/1/title1sec531.html> (sections 531-538).

#### ORGANIZATION:

The InforME Board consists of 15 voting members and two non-voting members. The members include: the Secretary of State, 3 members from agencies within the Executive Branch appointed by the Governor, a member of the University of Maine System appointed by the Chancellor, a member of the statewide association of municipalities appointed by the Governor, a member of a non-profit organization advancing the citizens' rights to access information appointed by the Governor, a member from the statewide association of librarians appointed by the Governor, 2 members of user associations appointed by the Governor, the State's Chief Technology Officer (currently serving as chair), a member from the Maine 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE LIQUOR AND LOTTERY COMMISSION

### GREGG MINEO, 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 for sale to the public; promulgate and amend rules; make recommendations and set policies; and to transact other business that may be properly brought before it.

### ORGANIZATION:

The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale on Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933 consisting of three members appointed by the Governor, with the advice and consent of the Executive Council, for terms of three years, the chairman designated by the Governor. The Board was renamed 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 2014:** 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

### **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:

<http://www.maine.gov/boardoftaxappeals>

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2014:** 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		239,659	239,659				
HEALTH BENEFITS		64,136	64,136				
RETIREMENTS		52,565	52,565				
OTHER FRINGE BENEFITS		4,269	4,269				
COMPUTER SERVICES		9,020	9,020				
CONTRACTUAL SERVICES		16,322	16,310	12			
COMMODITIES		1,393	1,393				
<b>TOTAL EXPENDITURES</b>		<b>387,364</b>	<b>387,352</b>	<b>12</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

#### 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, E-911 prepaid wireless, motor vehicle oil and initiator of deposits business taxes. Special industry taxes administered include blueberry, cigarette, tobacco products, 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 equipment 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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 to what was known as the Maine Residents Property Tax and Rent Refund ("Circuitbreaker") Program until it was repealed in 2013 and replaced with the Maine Property Tax Fairness Credit. 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. 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 and withholding taxes, estate taxes, franchise taxes, insurance premiums taxes and the Employment Tax Increment Financing ("ETIF") program. It also provides taxpayer assistance; examines and adjusts as necessary the tax returns and tax benefit program returns administered by the 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. 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. It also performs, with respect to the taxes it administers, all of the audit and administrative functions that the Income/Estate Tax Division performs, as noted above. 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, the Business Equipment Tax Reimbursement ("BETR"), 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-Perform Offers in Compromise (settlements), field revocations and collects delinquent taxes. Criminal

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Investigation Unit-Performs criminal investigations/audits. Completed cases are reviewed by the Attorney General to determine which are to be criminally prosecuted. The Tax Compliance Unit assesses non-filers to foster compliance with state tax law. Appeals Division- Reviews decisions on reconsideration drafted by the Divisions for quality and accuracy; coordinates and represents the Bureau in all aspects of proceedings before the Maine Board of Tax Appeals; and provides legal research/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, Fuel Excise, and Cigarette and Tobacco 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 - \$17.50

Sales Tax Reference Guide - \$14.00

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### BUREAU OF REVENUE 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	12,106,381	11,808,804		297,577		
HEALTH BENEFITS	4,444,440	4,330,671		113,769		
RETIREMENTS	2,199,242	2,145,562		53,680		
OTHER FRINGE BENEFITS	227,122	221,552		5,570		
COMPUTER SERVICES	9,711,851	7,585,064	1,952,790	29,323		144,674
CONTRACTUAL SERVICES	8,188,871	3,310,262	4,876,085	2,524		
RENTS	1,222,530	1,221,618	912			
COMMODITIES	168,856	146,775	22,081			
GRANTS, SUBSIDIES, PENSIONS	51,205,917	33,582,703	17,623,214			
EQUIPMENT	300,000	300,000				
TRANSFER TO OTHER FUNDS	157,996		144,362	10,586		3,048
<b>TOTAL EXPENDITURES</b>	<b>89,933,206</b>	<b>64,653,011</b>	<b>24,619,444</b>	<b>513,029</b>		<b>147,722</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

**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 insured buildings and contents, State-owned vehicles, aircraft, ocean marine equipment and other pertinent information so as to properly apply insurance coverage; recommends to the Commissioner of Administrative and Financial Services such insurance 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 self-insured 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF RISK MANAGEMENT	<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	252,872					252,872
HEALTH BENEFITS	87,341					87,341
RETIREMENTS	52,183					52,183
OTHER FRINGE BENEFITS	5,502					5,502
COMPUTER SERVICES	8,367					8,367
CONTRACTUAL SERVICES	2,367,741					2,367,741
COMMODITIES	18,651					18,651
TRANSFER TO OTHER FUNDS	63,812					63,812
<b>TOTAL EXPENDITURES</b>	<b>2,856,469</b>					<b>2,856,469</b>



DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**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  
*Units:*

*BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES*

*MAINE AGRICULTURAL BARGAINING BOARD*

*OFFICE OF THE COMMISSIONER*

*BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)*

*STATE HARNESS RACING COMMISSION*

*(OFFICE OF) STATE HORTICULTURIST*

*LAND FOR MAINE'S FUTURE BOARD*

*BUREAU OF RESOURCE INFORMATION AND LAND USE*

*PLANNING*

*MAINE MILK COMMISSION*

*BUREAU OF PARKS AND LANDS*

*BOARD OF PESTICIDES CONTROL*

*PULL EVENTS COMMISSION*

*(OFFICE OF) SEALER OF WEIGHTS AND MEASURES*

**PURPOSE:**

The Department of Agriculture, Conservation and Forestry was established to protect land-based resources of the State of Maine while growing Maine's agricultural, forestry and outdoor based recreation economy. The purposes of the Department are: to increase public awareness of the value of natural resources; to provide factual support for sustainable use of the scenic, mineral, coastal and fresh water resources of the State; to maximize public access while maintaining the natural character of Maine's public lands, state parks, and historic sites; to participate in land use planning that recognizes the greatest public value and also supports agricultural, recreational, forest production, mining and other public resource uses; to protect the public's health and well-being from the consumption of harmful or unsanitary products and food preparation practices; to document the growth and harvest of the state timber resource and to lead efforts that protect Maine forests from fire, theft, and insects; to coordinate 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 conserve and improve the productivity of the soils.

**ORGANIZATION:**

The Department of Agriculture, Conservation and Forestry was created in 2012 by combining the former Department of Agriculture, Food and Rural Resources, Department of Conservation and many functions of the State Planning Office. In addition to the Office of the Commissioner, the Department consists of four bureaus: Agriculture, Food and Rural Resources; Forestry; Parks and Lands; and Resource Information and Land Use Planning.

**PROGRAM:**

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

**LICENSES:**

Listed under the appropriate program units in following reports.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	22,012,746	13,297,815	6,099,253		2,615,678	
HEALTH BENEFITS	8,053,141	4,777,739	2,291,955		983,447	
RETIREMENTS	4,265,923	2,700,577	1,109,069		456,277	
OTHER FRINGE BENEFITS	448,752	280,324	118,701		49,727	
COMPUTER SERVICES	1,213,594	827,962	250,674		134,958	
CONTRACTUAL SERVICES	9,283,026	3,088,981	4,512,554		1,681,491	
RENTS	2,815,940	1,453,740	1,007,981		354,219	
COMMODITIES	1,458,798	667,008	652,073		139,717	
GRANTS, SUBSIDIES, PENSIONS	24,875,726	600,404	19,864,233		4,372,664	38,425
PURCHASE OF LAND	1,327,956		162,716		92,514	1,072,726
BUILDING IMPROVEMENTS	54,459		53,923			536
EQUIPMENT	2,142,227	45,249	1,701,862		359,219	35,897
TRANSFER TO OTHER FUNDS	828,008		631,830		196,178	
<b>TOTAL EXPENDITURES</b>	<b>78,780,296</b>	<b>27,739,799</b>	<b>38,456,824</b>		<b>11,436,089</b>	<b>1,147,584</b>

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	779,726	297,227	482,499			
HEALTH BENEFITS	183,445	43,110	140,335			
RETIREMENTS	137,133	37,023	100,110			
OTHER FRINGE BENEFITS	23,938	12,154	11,784			
COMPUTER SERVICES	915,667	737,714	177,953			
CONTRACTUAL SERVICES	2,374,682	1,322,582	1,052,100			
RENTS	12,735	11,306	1,429			
COMMODITIES	24,816	18,701	6,115			
GRANTS, SUBSIDIES, PENSIONS	43,200	19,100	24,100			
TRANSFER TO OTHER FUNDS	31,598		31,598			
<b>TOTAL EXPENDITURES</b>	<b>4,526,940</b>	<b>2,498,917</b>	<b>2,028,023</b>			

## BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES ELLIS ADDITON, DIRECTOR

*Central Office* DEERING BLDG., 90 BLOSSOM LANE, AUGUSTA, ME 04330  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-7548  
*Established* 2013 *Telephone* (207) 287-3491  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 677 *Citation* T000007-M.R.S.A., Sect. 0000000206

### PURPOSE:

The Bureau has the primary responsibility for: animal and plant health; farm and consumer quality assurance; agricultural product marketing; and partnerships that promote rural educational events. The Bureau is also charged with developing the public understanding of Maine agriculture's importance to the State's economy, the vitality of rural communities and Maine's quality of life.

### ORGANIZATION:

The Bureau of Agriculture, Food and Rural Resources includes the Division of Agricultural Resource Development, Division of Quality Assurance and Regulation, and Division of Animal and Plant Health. The Bureau Director is assisted by directors and program managers in each Division in addition to staffing associated with the Harness Racing Commission, Maine Milk Commission, and Board of Pesticide Control.

### PROGRAM:

Agricultural Resource Development enhances and expands Maine's agricultural product markets, technical assistance in financing, environmental regulations, land conservation and agricultural fairs. Market Development and Promotion provides marketing support to Maine food and fiber producers, food processors,

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

agricultural associations and wholesale and retail buyers. Production Development advises growers regarding new opportunities, management systems, and production facilities. The program also supports direct market farmers, farm to school coordination, and agriculture in the classroom coordination. The Bureau distributes federal certification reimbursement funds to organic producers. Staff manages grant and loan programs including specialty block grant, senior farm share, agricultural marketing and emergency food assistance programs.

Quality Assurance and Regulation, Consumer Protection program protects the 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. The Weights and Measures Program maintains standards of commercial commerce transactions. The Metrologist is responsible for matching State standards to the standards of the National Institute of Standards and Technology. Quality Assurance Inspection provides the agricultural industries a uniformed grading service for agricultural products. The inspection program also operates fruit and vegetable, shell egg, meat and poultry inspection, and GAP (Good Agricultural Practices)/GHP (Good Handling Practices) audit/certification programs under cooperative agreements with USDA. All consumer size packages of potatoes receive a mandatory quality inspection prior to shipment.

Animal and Plant Health prevents introduction and spread of poultry, livestock, and plant disease. The State Apiarist is responsible for licensing, managing education and training, and inspection for beekeepers and hives. The Division is responsible for programs pertaining to human health as it is associated with the spread of contagious, infectious, and parasitic diseases derived from poultry, livestock, and plant species. Milk quality is monitored in our USDA accredited lab. Division programs also include oversight and licensing of livestock programs. The Animal Welfare Program ensures the humane and proper treatment and licensing of companion animals. The Division is responsible for planning, preparing and responding to all natural disasters that impact domestic animals and their owners. A major activity of the division is the certification of seed potatoes

Harness Racing Commission, Maine Milk Commission, Pull Events Commission and Board of Pesticide Control are listed separately in the annual report.

### **LICENSES:**

#### **Licenses**

Nursery, Beekeepers; Ginseng Certificate; Phytosanitary Certificate; 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; 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; 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; livestock and poultry importations; biologics; dairy farms; livestock operations permits; pig scrambles; calf scrambles.

The Bureau is responsible for the "Get Real. Get Maine!" trademark for the identification of Maine grown or processed food and farm products.

### **PUBLICATIONS:**

The Bureau produces the following directories and manages the [www.getrealmaine.com](http://www.getrealmaine.com) website:  
Wholesale Buyer's Guide  
Finding Maine Food and Farms  
Maine Maple Sunday  
Open Farm Day  
Finding Funds for Farmers

# DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,184,629	1,817,100	2,126,713		1,240,816	
HEALTH BENEFITS	1,939,885	646,204	811,253		482,428	
RETIREMENTS	925,239	318,449	386,386		220,404	
OTHER FRINGE BENEFITS	105,742	42,086	40,304		23,352	
COMPUTER SERVICES	6,124	537	5,247		340	
CONTRACTUAL SERVICES	2,117,611	407,461	1,193,002		517,148	
RENTS	508,922	283,739	181,149		44,034	
COMMODITIES	194,648	91,446	89,673		13,529	
GRANTS, SUBSIDIES, PENSIONS	16,676,354	150,967	14,933,652		1,553,310	38,425
TRANSFER TO OTHER FUNDS	242,420		209,218		33,202	
<b>TOTAL EXPENDITURES</b>	<b>27,901,574</b>	<b>3,757,989</b>	<b>19,976,597</b>		<b>4,128,563</b>	<b>38,425</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 Bargaining Board consists 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. An alternate is authorized to represent both the producer and handler interests.

### PROGRAM:

Only one organization is certified, representing producers of potatoes used for processing.

### LICENSES:

Certification of qualified associations.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

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

**PURPOSE:**

The Office of the Commissioner provides oversight of management and planning efforts across all bureaus 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 bureaus.

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 Department is led by a Commissioner who is responsible for the overall executive management of the Department and whose staff oversees the information, education, safety, regulatory, legislative, budget and department planning.

**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 the Natural Resources Service Center and Office of Information Technology is through this office.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

**DOUGLAS DENICO, DIRECTOR**

*TTY* (207) 287-2213

*Central Office* 18 ELKIN LANE, AUGUSTA, ME 04330-0022

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

*Established* 2013

*Telephone* (207) 287-2791

*Reference PolicyArea* 04 *Umbrella* 01 *Unit* 669 *Citation* T000001 *M.R.S.A., Sect.* S000008001

**PURPOSE:**

The Bureau of Forestry was established to ensure the greatest benefits from the state's trees and forests for Maine's citizens.

The Bureau's responsibilities are to promote sound forest management on Maine's forest lands to optimize the benefits from the forest; provide forest management advice and assistance; promote improved marketing and utilization of forest products; collect and maintain up-to-date data, including a forest inventory; promote sound forest policy; and administer the state's forest practices laws.

**ORGANIZATION:**

The Bureau is organized into 3 divisions: Forest Protection, Forest Policy and Management, and Forest Health and Monitoring. Each division is administered by a manager who oversees all division activities. Field operations are administered through regional supervisors.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### PROGRAM:

The Director's office manages state forestry issues with the USDA Forest Service; is responsible for budget preparation and management; responds to legislative proposals; and is responsible for administration of federally funded cooperative assistance programs including fire, forest health, landowner assistance, and urban forestry.

The Forest Protection Division provides wildfire control, natural resource protection and incident management for disasters and emergencies. Wildfire control is accomplished through prevention, detection, readiness, suppression and investigation. Forest rangers provide technical assistance, information and training to firefighting and incident management agencies. Rangers enforce wildfire prevention and landowner protection laws (e.g. theft) and several other types of laws.

The Forest Policy and Management Division promotes informed decisions about Maine's forests. Division staff provide technical assistance, information and education; provide outreach and enforcement services on timber harvesting laws; report on the state of Maine's forests; provide assistance through workshops, demonstrations, presentations, and individual contact between District Foresters and landowners.

The Forest Health and Monitoring Division's objectives are to protect the state's forest, shade and ornamental tree resources from significant insect and disease damage and to provide pest management and damage prevention for homeowners, municipalities, and forest landowners. Responsibilities also include conducting a permanent inventory of Maine's forest resources on a 5-year annualized cycle.

### LICENSES:

None

### PUBLICATIONS:

Forest Trees of Maine

The Forestry Rules of Maine

Best Management Practices for Forestry: Protecting Maine's Water Quality

The Economic Importance of Maine's Forest Based Economy

Big Tree Registry

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,035,305	5,393,604	11,862		629,839	
HEALTH BENEFITS	2,317,285	2,050,877	4,390		262,018	
RETIREMENTS	1,443,620	1,328,619	2,092		112,909	
OTHER FRINGE BENEFITS	142,161	130,459	249		11,453	
COMPUTER SERVICES	192,449	81,845			110,604	
CONTRACTUAL SERVICES	1,225,996	990,701	4,719		230,576	
RENTS	1,123,493	857,508			265,985	
COMMODITIES	460,319	349,073			111,246	
GRANTS, SUBSIDIES, PENSIONS	605,757		54,238		551,519	
EQUIPMENT	399,298	45,249	6,000		348,049	
TRANSFER TO OTHER FUNDS	43,729		580		43,149	
<b>TOTAL EXPENDITURES</b>	<b>13,989,412</b>	<b>11,227,935</b>	<b>84,130</b>		<b>2,677,347</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* PolicyArea 04 Umbrella 01 Unit 017 Citation T0008 M.R.S.A., Sect. 0000261-A

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### **PURPOSE:**

The State Harness Racing Commission was established to maintain integrity in pari-mutuel harness racing in the State of Maine and to ensure that pari-mutuel racing is conducted in the best interest of horsemen, affiliated 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 and for the operation of horse race tracks; 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.

### **ORGANIZATION:**

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 Governor shall appoint one of the five commission members as Chair. The Commissioner of Agriculture, Conservation and Forestry or his designee serves ex officio as secretary to the Commission, but is not a voting member.

### **PROGRAM:**

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, 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; and encourages and promotes the breeding of Maine Standardbred horses.

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**(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 Animal and Plant Health, in the implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement.

**ORGANIZATION:**

The State Horticulturist is under the Division of Animal and Plant Health.

**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 Integrated Pest Management program (IPM) 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.

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 survey for several exotic pests of importance to Maine's agriculture and forest industries through the federally funded CAPS program. In cooperation with others 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.

The IPM program leads initiatives to develop and promote guidelines, resources 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 eleven member Maine IPM Council. The IPM program provides technical guidance and outreach to schools, government agencies, institutions, businesses and citizens.

**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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**LAND FOR MAINE'S FUTURE BOARD**  
**ED MEADOWS, DIRECTOR**

*Central Office* DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04330  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-2400  
*Established* 1987 *Telephone* (207) 287-2801  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 683 *Citation* T0005 *M.R.S.A., Sect.* 000006202

**PURPOSE:**

The Land for Maine's Future (LMF) program is a publicly funded vehicle for land easements and acquisitions. The program acquires land and interest in land to prevent commercial development and to provide the public benefits of: water access, outdoor recreation, fish and wildlife habitat, farmland preservation, archaeological site protection and working waterfronts.

Since the creation of the program, over 570,000 acres have been acquired including about 318,000 acres in conservation easements, where the land remains in private ownership and is managed for forestry and agricultural purposes.

**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, and 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, technical staff and clerical support are in the Bureau of Resource Information and Land Use Planning.

**PROGRAM:**

The Board is responsible for reviewing funding requests for land conservation projects and authorizing distribution of bond proceeds to priority projects. Funding is drawn from the sale of bonds approved by voters. The LMF program seeks matching funds at a ratio of at least \$1 of match for every \$1 of public funds expended.

The Board has established a process for the public to nominate lands and a scoring system to evaluate proposals. There are four proposal categories: 1) Conservation and Recreation Lands; 2) Farmlands; 3) Working Waterfronts; and 4) Water Access Lands.

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

**PUBLICATIONS:**

Biennial Report of the Land for Maine's Future Program, per Title 5, Ch. 353, Sec. 6206-E

Numerous information resources are available on the program website [www.maine.gov/dacf/lmf](http://www.maine.gov/dacf/lmf)

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**BUREAU OF RESOURCE INFORMATION AND LAND USE  
PLANNING**

**ROBERT G. MARVINNEY, DIRECTOR**

TTY (888) 577-6690

Central Office WILLIAMS PAVILION, 17 ELKINS, AUGUSTA, ME 04330

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

Established 2013 Telephone (207) 287-2801

Reference PolicyArea 04 Umbrella 01 Unit 672 Citation T000007-M.R.S.A., Sect. 0000000206

**PURPOSE:**

The Bureau of Resource Information and Land Use Planning mission centers on providing science for resource management and land use planning.

**ORGANIZATION:**

The Bureau has seven programs: Geological Survey, Natural Areas Program, Coastal Program, Municipal Planning Assistance, Land Use Planning Commission, Floodplain Management, and Land for Maine's Future.

**PROGRAM:**

1) Maine Geological Survey: Geologic Mapping provides interpretation of surficial materials, rock types and structures, and the identification of aquifers, minerals and geologic hazards. Hydrogeology assesses groundwater supply, aquifer delineation and groundwater quality. Marine Geology conducts studies of shoreline stability, landslides, sea-level rise, beach nourishment, and dredge spoil disposal sites.

2) Maine Natural Areas Program classifies many different natural community types in Maine. The Program manages the rare plant list which aids scientific research, environmental assessment, permit review, land management, and education. MNAP provides outreach and education on invasive plants in Maine, including iMapInvasives, a web-based map and database that show where invasive species are on Maine's landscape.

3) Maine Coastal Program distributes federal funds matched by state and local sources for projects that address coastal pollution, clean coastal industries, municipal planning and citizen stewardship. The Coastal Zone Management Act gives Maine the authority to review federal activities in the coastal zone to ensure that federal actions meet the "enforceable policies" of the State.

4) Municipal Planning Assistance Program provides technical assistance to organized municipalities and regional planning organizations. The Program provides grants to towns for projects that improve water quality, increase resiliency/adaptation to erosion and flooding, restore habitat, promote sustainable development and enhance the economy while preserving natural resources. The program provides information and guidance to towns on comprehensive planning and reviews plans for consistency with Maine's Growth Management Act.

5) Land Use Planning Commission serves as the planning and zoning authority for the unorganized and deorganized areas of the State, including townships and plantations. These areas cover over half the State, encompassing more than 10.4 million acres - the largest contiguous undeveloped area in the northeast, and several coastal islands. LUPC land use controls impact many local economies as well as Maine residents and visitors in pursuit of hunting, fishing, boating, hiking and camping and other outdoor recreational activities.

6) Floodplain Management Program helps communities participating in the National Flood Insurance Program (NFIP) with technical information, floodplain maps and model ordinances. Workshops focus on flood maps, interpreting ordinances and administering floodplain management requirements. Staff reviews local ordinances for compliance with the NFIP standards and provides information about flooding to homeowners, businesses, lenders, realtors, surveyors, engineers and others. Program staff provides technical assistance, outreach and training for the Community Assistance Program (CAP), a financial assistance program that is related to the flood loss reduction objectives of the NFIP.

The Bureau provides partial funding and staff contact for the Maine Soil and

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

Water Conservation Districts. Each District receives an annual disbursement to assist with office operating costs.

### LICENSES:

Maine Geological Survey - 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  
LUPC issues Building permits, Development permits, Certifications to the Department of Environmental Protection, Subdivision permits, Road construction permits, Bridge construction permits, Zoning petitions, Utility line permits, Hydropower project permits, Advisory rulings, Water quality certifications, Certificates of compliance, Service drops.

### PUBLICATIONS:

Maine Geological Survey:

- Publications List - a complete listing of Bureau publications
- Bedrock Geologic Map of Maine
- Surficial Geologic Map of Maine
- Mineralogy of Maine
- Maine's Fossil Record
- A Guide to the Geology of Baxter State Park and Katahdin

Maine Natural Areas Program:

- Natural Landscapes of Maine

Maine Coastal Program:

- Coastal Access Guides
- Coastal Water Access Priority Areas for Boating and Fishing
- Contribution of Working Waterfronts to the Maine Economy
- Cundy's Harbor Working Waterfront Study and Appendices
- Maine's Shore Access: Coastal Right-of-Way Discovery Program
- Maine's Shore Access: Planning and Implementing Public Shoreline Access
- Preserving Commercial Fishing Access: A study of working waterfronts in 25

Maine communities

- Protecting Prime Sites For Water Dependent Uses 1989
- Public Shoreline Access in Maine: a citizen's guide to ocean and coastal law
- Review of the Effectiveness of the Maine Coastal Plan in Meeting the State's
- Public Access and Working Waterfront Policy Goals
- A Proposed Method for Coastal Scenic Landscape Assessment - Southern Maine,

October 1987

- Protecting Local Scenic Resources: Community-Based Performance Standards,

Dec. 2007

- Scenic Assessment Handbook
- Scenic Inventory - Downeast Maine: Hancock and Washington Counties
- Scenic Inventory - Mainland Sites of Penobscot Bay, August 1990
- Scenic Inventory - Offshore Islands, June 1992

Land Use Planning Commission:

- A Guide to Creative Site Planning in the Unorganized Areas of Maine
- A Guide to Clearing Standards

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE INFORMATION AND LAND USE PLANNING	<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	2,721,170	1,799,230	215,218		706,722	
HEALTH BENEFITS	914,677	608,818	83,099		222,760	
RETIREMENTS	474,342	319,790	38,420		116,132	
OTHER FRINGE BENEFITS	50,533	31,614	4,467		14,452	
COMPUTER SERVICES	35,846	7,361	4,811		23,674	
CONTRACTUAL SERVICES	1,185,842	115,198	197,655		872,989	
RENTS	95,243	48,836	13,595		32,812	
COMMODITIES	44,607	29,492	2,961		12,154	
GRANTS, SUBSIDIES, PENSIONS	1,200,125	429,337	4,600		766,188	
PURCHASE OF LAND	1,233,442		160,716			1,072,726
EQUIPMENT	560,884		549,714		11,170	
TRANSFER TO OTHER FUNDS	146,906		32,386		114,520	
<b>TOTAL EXPENDITURES</b>	<b>8,663,617</b>	<b>3,389,676</b>	<b>1,307,642</b>		<b>2,893,573</b>	<b>1,072,726</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

### PURPOSE:

The Maine Milk Commission in consideration of the public health and welfare as it relates to an adequate supply of fresh, healthy milk has economic influence over the purchasing, distribution and sale of milk within the State. 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. 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 Commission is comprised of four consumer members and the Commissioner of Agriculture, Conservation and Forestry, ex officio. 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.

### PROGRAM:

The Commission establishes a uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of 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 sets minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return.

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 "Tier" Program, which pays dairy farmers from available funds the difference between a legislatively derived "cost of production" and the actual price received when that price drops below the "cost of production".

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### **LICENSES:**

Maine Milk Dealers and Subdealers

### **PUBLICATIONS:**

Laws relating to the Maine Milk Commission  
Rules and Order to Effectuate Maine Milk Commission Law  
Milk Processing and Distribution Costs: The Maine Model

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF PARKS AND LANDS**

### **TOM MORRISON, ACTING DIRECTOR**

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

*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-6170

*Established* 2013

*Telephone* (207) 287-3821

*Reference Policy Area* 04 *Umbrella* 01 *Unit* 670 *Citation* T000001 *M.R.S.A., Sect.* 0000001802

### **PURPOSE:**

The Bureau of Parks and manages and administers programs on 616,952 acres of Public Reserved and Non-Reserved Lands, 375,063 acres in conservation and recreation 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. The Bureau also administers special programs related to boat access sites, navigational hazard marking, snowmobile and ATV trails, the federal Land and Water Conservation Fund and Recreational Trail Program, and the Maine Conservation Corps.

The Bureau 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.

### **ORGANIZATION:**

A director heads the Bureau and is assisted by the Chief of Planning and Acquisitions and Director of Operations and Maintenance. There are 6 regional offices, 3 supervising the State Park system and 3 supervising the Public Reserved Lands system. The central office includes 3 programs: Off-Road Vehicles, Boating Facilities, and Submerged Lands.

### **PROGRAM:**

Parks & Historic sites provided recreation & education opportunities to more than 2,512,627 visitors, contributing \$2,880,632 in user fees (including day use, camping, reservations, and passes) and other revenue to the General Fund and \$270,636 to municipalities in fee sharing in calendar year 2013. The Bureau's campground reservation's program processed 18,584 reservations, for our state park campgrounds, contributing \$964,038 in revenue to the General Fund. The Maine State Park Pass Program generated \$848,325 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 Maine State Parks Passport Program promotes visitation of State Parks & Historic Sites. 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 seventh successful year. Capital projects in FY14 included improvements at Warren Island State Park, Fort McClary Historical Site, 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.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

The three Reserved Lands regional offices conducted sustained yield forest harvesting operations on 14,166 acres of the Bureau's 407,000 acres of operable timberland yielding 164,300 cords of wood and constructed and maintained roads, trails, and bridges.

The Planning, Acquisition, & Special Services Program completed one 5-year plan update covering 66,471 acres, completed six land acquisitions totaling 12,278 acres in fee and 22,370 acres in easement, administered 300 campplot and 51 other leases, and monitored 30 conservation easements. The Bureau's Grants & Community Recreation Program administered \$937,156 in federal grants for 45 Recreational Trail Program projects statewide and managed \$416,735 for 6 federal Land and Water Conservation Fund projects.

The Boating Facilities Program completed the new Spring River Lake Boating Facility in T10 SD and renovated 3 existing boat sites. The Program also provided construction grants to the Towns of Deer Isle, Bath, St Agatha, Yarmouth, Woolwich, Brunswick, and Limington. The Navigational Aids Program installed and maintained buoys on 39 waterbodies and worked with lake associations and municipalities to mark an additional 19 other waterbodies.

The Off-Road Vehicle Program approved 420 snowmobile grants, awarding \$3,576,850 for 13,848 miles and maintains four snowmobile trail systems for 140 miles. The ATV Program awarded 134 club and municipal grants totaling \$943,809 and increased the railroad corridors to 5,817 miles of ATV trail. The Submerged Lands Program processed 171 applications and issued 103 new leases and easements and 5 dredging leases.

### LICENSES:

Permits:

Allagash Wilderness Waterway Timber Harvesting Permits  
Timber Stumpage  
Gravel  
Bear Baiting

Leases:

Submerged Lands  
Right of Way  
Agricultural  
Public Land (includes a variety of possible uses)

### PUBLICATIONS:

Outdoors in Maine; The Allagash Wilderness Waterway; Maine Public Facilities for Boats Program; Maine Uniform State Waterway Marking System; Statewide Snowmobile Trail Map and ATV Trail map; Motorized Trail Best Management Practices Guide; Land and Water Conservation Fund Application Booklet; Recreation and Open Space Planning Workbook; Your Islands on the Coast Brochure; MSCORP.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PARKS AND LANDS	<b>TOTAL</b>					
	<b>FOR</b>	<b>GENERAL</b>	<b>SPECIAL</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>ALL</b>	<b>FUND</b>	<b>REVENUE</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	7,291,917	3,990,654	3,262,962		38,301	
HEALTH BENEFITS	2,697,848	1,428,730	1,252,878		16,240	
RETIREMENTS	1,285,591	696,697	582,062		6,832	
OTHER FRINGE BENEFITS	126,378	64,010	61,898		470	
COMPUTER SERVICES	63,509	504	62,664		341	
CONTRACTUAL SERVICES	2,378,896	253,040	2,065,078		60,778	
RENTS	1,075,546	252,350	811,807		11,389	
COMMODITIES	734,410	178,297	553,324		2,789	
GRANTS, SUBSIDIES, PENSIONS	6,350,290	1,000	4,847,643		1,501,647	
PURCHASE OF LAND	94,514		2,000		92,514	
BUILDING IMPROVEMENTS	54,459		53,923			536
EQUIPMENT	1,182,045		1,146,148			35,897
TRANSFER TO OTHER FUNDS	363,354		358,048		5,306	
<b>TOTAL EXPENDITURES</b>	<b>23,698,757</b>	<b>6,865,282</b>	<b>15,060,435</b>		<b>1,736,607</b>	<b>36,433</b>

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

## 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

#### PURPOSE:

The Board of Pesticides Control ensures the public has access to the benefits of pesticide use while protecting 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 is comprised of seven public members appointed by the Governor for four-year terms. Three Board members must be knowledgeable about pesticide use in agriculture, forestry and commercial application; one member must have a medical background; one member 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.

#### 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.

**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 provides training materials and information, administers exams, and works 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.

**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. The Board administers the federal Workers Protection Standards, collection programs and monitors ground and surface water.

**Outreach and Education:** The Board conducts continuous public education on the benefits and risks of proper pesticide use.

#### 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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## PULL EVENTS COMMISSION

### HENRY JACKSON, CLERK OF BOARD

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

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

*Established* 1988      *Telephone* (207) 287-7634

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

### PURPOSE:

The Pull Events Commission develops rules for the certification of pull superintendents. It coordinates, develops and conducts pulling superintendent training seminars and takes action in the event of a violation of pull laws and rules.

### ORGANIZATION:

The 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY  
**(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 that form 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.

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

**LICENSES:**

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

**PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2014:** 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 *TTY* (888) 577-6690  
*Mail Address* 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006 *FAX* (207) 287-3145  
*Established* 1820 *Telephone* (207) 626-8800  
*Reference Policy Area* 06 *Umbrella* 26 *Unit* 239 *Citation* T0005 *M.R.S.A., Sect.* 000000191  
**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) administer and enforce the State unfair trade practices and antitrust laws; (f) enforce proper application of endowments to public trusts and charities within the State; and (g) consult with and advise the District Attorneys.

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 Consumer Protection Division handles enforcement actions in consumer fraud and antitrust matters, protects public charities by acting to prevent breaches of trust and to enforce proper application of funds, and operates the Consumer Complaint Mediation Program. 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 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 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.

Three divisions represent the offices within the Department of Health and Human Services (DHHS). The Child Protection Division represents the State in child protection matters. The Child Support Division represents the State in child support matters. The Health and Human Services Division represents all other offices within DHHS in complex litigation in state and federal courts as well as administrative hearings. The Division provides legal advice regarding a variety of topics including MaineCare, adult protection, guardianship, mental health, physical health, rules, contracts, licensing and public benefit programs. The Division also represents DHHS in enforcement actions designed to protect the public safety.

The Professional and Financial Regulation Division represents the Department of Professional & Financial Regulation, which includes the Bureaus of Insurance, Banking and Consumer Credit, the Office of Securities, and numerous professional and occupational licensing boards. It also represents the Property Tax Review

## DEPARTMENT OF THE ATTORNEY GENERAL

Board, and liquor and lottery regulation within the Department of Administrative and Financial Services. The Natural Resources Division provides comprehensive legal services to the State's environmental and natural resource agencies. The Division represents these agencies in both affirmative and defensive litigation, including both judicial enforcement actions and defending appeals of agency actions. It also provides legal advice to client agencies on a wide variety of issues they encounter in the course of their work, including administrative decision-making, rulemaking, constitutional law, property law, contract law and debt collection, among others.

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, and the Secretary of State. This Division has primary responsibility for matters involving unfair labor practices, elections, state contracts and leases. 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 2014:** 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	16,717,876	9,185,825	6,969,516		562,535	
HEALTH BENEFITS	4,997,141	2,764,465	2,078,780		153,896	
RETIREMENTS	3,218,692	1,806,827	1,310,336		101,529	
OTHER FRINGE BENEFITS	345,626	176,344	154,018		15,264	
COMPUTER SERVICES	122,432	86,239	27,010		9,183	
CONTRACTUAL SERVICES	1,934,371	856,994	789,167		288,210	
RENTS	242,616	63,144	153,181		26,291	
COMMODITIES	203,976	151,876	48,048		4,052	
GRANTS, SUBSIDIES, PENSIONS			181,472		-181,472	
TRANSFER TO OTHER FUNDS	432,928		395,165		37,763	
<b>TOTAL EXPENDITURES</b>	<b>28,215,658</b>	<b>15,091,714</b>	<b>12,106,693</b>		<b>1,017,251</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	15,883,410	8,519,842	6,801,033		562,535	
HEALTH BENEFITS	4,754,603	2,575,131	2,025,576		153,896	
RETIREMENTS	3,061,291	1,679,162	1,280,600		101,529	
OTHER FRINGE BENEFITS	327,944	162,257	150,423		15,264	
COMPUTER SERVICES	110,406	74,956	26,267		9,183	
CONTRACTUAL SERVICES	773,920	365,259	342,189		66,472	
RENTS	239,348	60,882	152,175		26,291	
COMMODITIES	161,873	113,101	44,720		4,052	
GRANTS, SUBSIDIES, PENSIONS			181,472		-181,472	
TRANSFER TO OTHER FUNDS	411,927		378,743		33,184	
<b>TOTAL EXPENDITURES</b>	<b>25,724,722</b>	<b>13,550,590</b>	<b>11,383,198</b>		<b>790,934</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

*FAX*

*Telephone*

*Reference Policy Area 06 Umbrella 26 Unit 239D Citation T0005 M.R.S.A., Sect. 000000199*

#### PURPOSE:

The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, and to authorize arrests

## DEPARTMENT OF THE ATTORNEY GENERAL

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.

### PROGRAM:

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

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE MARK FLOMENBAUM, 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

### 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 the direction of the Chief 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:

The total number of deaths investigated continues to gradually increase. 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

## DEPARTMENT OF THE ATTORNEY GENERAL

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.

The Office has made great strides to reduce the length of time to complete cases. The average time frame for case completion has decreased from 5-6 months to 1-2 months and in many cases actually less time. Much of this success is attributable to the staffing increase that was authorized in 2013.

The office is continuing to develop plans and procedures in alignment for national accreditation. This is a continued priority that is time consuming. The purpose of these efforts is to improve the quality of the statewide medical examiner system to meet national standards.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL</b>			
	<b>FUNDS</b>	<b>FUND</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>FUNDS</b>
SALARIES & WAGES	665,983	665,983				
HEALTH BENEFITS	189,334	189,334				
RETIREMENTS	127,665	127,665				
OTHER FRINGE BENEFITS	14,087	14,087				
COMPUTER SERVICES	11,283	11,283				
CONTRACTUAL SERVICES	519,825	491,735	7,840		20,250	
RENTS	2,263	2,263				
COMMODITIES	38,775	38,775				
TRANSFER TO OTHER FUNDS	530		530			
<b>TOTAL EXPENDITURES</b>	<b>1,569,745</b>	<b>1,541,125</b>	<b>8,370</b>		<b>20,250</b>	

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

*FAX* (207) 626-3120

*Telephone* (207) 626-8800

*Reference PolicyArea* 06 *Umbrella* 26 *Unit* 616 *Citation* T0005 *M.R.S.A., Sect.* 000003360N

**PURPOSE:**

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

**ORGANIZATION:**

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

**PROGRAM:**

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

**FINANCES, FISCAL YEAR 2014:** 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

*FAX*

*Telephone* (207) 624-7882

*Reference PolicyArea* 06 *Umbrella* 26 *Unit* 550 *Citation* T0005 *M.R.S.A., Sect.* 000003360A

**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 2014, the Board received 187 new compensation cases. Additionally, Maine hospitals filed 254 claims for reimbursement for forensic examinations for victims of gross sexual assault. Payments for forensic examinations totaled \$182,153.77. Payments on direct victim-related claims totaled \$427,761.05. Total payments were \$609,914.82. These funds provided assistance to 445 individuals and families.

**PUBLICATIONS:**

An informational pamphlet - free

# DEPARTMENT OF THE ATTORNEY GENERAL

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## VICTIMS' COMPENSATION BOARD

<b>EXPENDITURES</b>	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
SALARIES & WAGES	168,484		168,484			
HEALTH BENEFITS	53,203		53,203			
RETIREMENTS	29,736		29,736			
OTHER FRINGE BENEFITS	3,596		3,596			
COMPUTER SERVICES	743		743			
CONTRACTUAL SERVICES	640,626		439,138		201,488	
RENTS	1,006		1,006			
COMMODITIES	3,328		3,328			
TRANSFER TO OTHER FUNDS	20,473		15,893		4,580	
<b>TOTAL EXPENDITURES</b>	<b>921,195</b>		<b>715,127</b>		<b>206,068</b>	

OFFICE OF THE STATE AUDITOR

**OFFICE OF THE STATE AUDITOR**

**POLA BUCKLEY, CPA, CISA, 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

*Units:*

*AUDIT BUREAU*

*UNORGANIZED TERRITORY*

**PURPOSE:**

The Office of the State Auditor 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. This office 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. This office 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, this office 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 this office protects as provided by law.

**ORGANIZATION:**

The Office of the State Auditor 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, this office 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 office's performance of this function for several years.

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

On October 9, 2013 the name of the Department of Audit changed to the Office of



## OFFICE OF THE STATE AUDITOR

the State Auditor. This change is consistent with Public Law Chapter 16 of the 126th Legislature.

### 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 2014:** 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	1,762,326	730,942	1,031,384			
HEALTH BENEFITS	541,143	210,971	330,172			
RETIREMENTS	353,026	152,775	200,251			
OTHER FRINGE BENEFITS	32,366	12,339	20,027			
COMPUTER SERVICES	14,651	1,072	13,579			
CONTRACTUAL SERVICES	128,603	8,655	119,948			
RENTS	2,704		2,704			
COMMODITIES	21,842	4,729	17,113			
GRANTS, SUBSIDIES, PENSIONS	10,639		10,639			
TRANSFER TO OTHER FUNDS	103,359		103,359			
<b>TOTAL EXPENDITURES</b>	<b>2,970,659</b>	<b>1,121,483</b>	<b>1,849,176</b>			

## AUDIT BUREAU

**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

### 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 Audit and Administration. The Department's auditors have in-depth knowledge of state

## OFFICE OF THE STATE AUDITOR

government operations and many hold professional certifications including; Certified Public Accountant; Certified Information System Auditor; Certified Internal Auditor; and Certified Fraud Examiner. Several members of our staff hold post graduate degrees in addition to their professional certifications.

### PROGRAM:

The primary goal of the Departmental Bureau is to conduct the Single Audit of the State of Maine in accordance with statutory requirements of Title 5, M.R.S.A., Chapter 11 and federal law implemented by U.S. Office of Management and Budget (OMB) Circular A-133, "Audits of State, Local Governments, and Non-Profit Organizations." This audit is conducted for the purpose of forming opinions on the financial statements that collectively comprise the State of Maine's basic financial statements contained in the Office of the State Controller's Comprehensive Annual Financial Report. In addition, the Department will audit approximately 92.34 percent of the \$3.333 billion received in federal financial assistance, during fiscal year 2014. 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

AUDIT BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,667,892	730,942	936,950			
HEALTH BENEFITS	506,121	210,971	295,150			
RETIREMENTS	336,179	152,775	183,404			
OTHER FRINGE BENEFITS	30,371	12,339	18,032			
COMPUTER SERVICES	14,084	1,072	13,012			
CONTRACTUAL SERVICES	95,629	8,655	86,974			
RENTS	2,531		2,531			
COMMODITIES	17,705	4,729	12,976			
TRANSFER TO OTHER FUNDS	92,271		92,271			
<b>TOTAL EXPENDITURES</b>	<b>2,762,783</b>	<b>1,121,483</b>	<b>1,641,300</b>			

## UNORGANIZED TERRITORY

### 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

### 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.

# OFFICE OF THE STATE AUDITOR

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## UNORGANIZED TERRITORY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	94,434		94,434			
HEALTH BENEFITS	35,022		35,022			
RETIREMENTS	16,847		16,847			
OTHER FRINGE BENEFITS	1,995		1,995			
COMPUTER SERVICES	567		567			
CONTRACTUAL SERVICES	32,975		32,975			
RENTS	174		174			
COMMODITIES	4,138		4,138			
GRANTS, SUBSIDIES, PENSIONS	10,639		10,639			
TRANSFER TO OTHER FUNDS	11,088		11,088			
<b>TOTAL EXPENDITURES</b>	<b>207,879</b>		<b>207,879</b>			

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

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

**MARY C MAYHEW, COMMISSIONER**

**SAMUEL ADOLPHSEN, CHIEF OPERATING OFFICER**

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

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

*Established* 1939

*FAX* (207) 287-3005

*Telephone* (207) 287-4223

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

*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 HEALTH AND HUMAN SERVICES - FORMERLY BDS

**FINANCES, FISCAL YEAR 2014:** 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	38,146,928	27,948,638	9,921,538		276,752	
HEALTH BENEFITS	13,657,742	5,235,196	8,317,330		105,216	
RETIREMENTS	7,252,402	2,604,074	4,598,956		49,372	
OTHER FRINGE BENEFITS	846,046	283,736	556,926		5,384	
COMPUTER SERVICES	1,794,940	1,527,702	149,497		117,741	
CONTRACTUAL SERVICES	18,034,843	12,916,593	3,417,912		1,700,338	
RENTS	1,062,463	894,053	92,147		76,263	
COMMODITIES	2,692,761	2,312,401	380,038		322	
GRANTS, SUBSIDIES, PENSIONS	293,371,313	246,074,351	29,711,663		17,585,299	
BUILDING IMPROVEMENTS	26,450	26,450				
EQUIPMENT	45,393	45,393				
TRANSFER TO OTHER FUNDS	326,187		326,187			
<b>TOTAL EXPENDITURES</b>	<b>377,257,468</b>	<b>299,868,587</b>	<b>57,472,194</b>		<b>19,916,687</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	1,732,997		1,732,997			
<b>TOTAL EXPENDITURES</b>	<b>1,732,997</b>		<b>1,732,997</b>			

## CHILDREN WITH SPECIAL HEALTH NEEDS TONI WALL, DIRECTOR

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-5355  
*Established* 2012 *Telephone* (207) 287-5350  
*Reference Policy Area* 05 *Umbrella* 14 *Unit* 191C *Citation* M.R.S.A., Sect.

### PURPOSE:

The Children with Special Health Needs (CSHN) Program, in the Division of Population Health, Maine Center for Disease Control and Prevention, promotes the health of children with special health needs through statewide initiatives and collaborations, as well as through specific public health programs, for children ages 0 -21 years. Those functions include early identification of children with genetic conditions, hearing loss and other birth defects; the provision of clinical services to support access to special medical services and the promotion of family-centered care through the collaboration between families with CSHN health professionals and policy makers to improve the quality of life for CSHN.

**FINANCES, FISCAL YEAR 2014:** 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	2,288,915	2,288,915				
HEALTH BENEFITS	802,995	802,995				
RETIREMENTS	391,517	391,517				
OTHER FRINGE BENEFITS	42,033	42,033				
COMPUTER SERVICES	134,267	134,267				
CONTRACTUAL SERVICES	722,118	326,901			395,217	
RENTS	25,239	25,239				
COMMODITIES	1,690	1,690				
GRANTS, SUBSIDIES, PENSIONS	50,664,656	49,917,351			747,305	
<b>TOTAL EXPENDITURES</b>	<b>55,073,430</b>	<b>53,930,908</b>			<b>1,142,522</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

**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

**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 HEALTH AND HUMAN SERVICES - FORMERLY BDS

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 2014:** 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	9,078,725	8,085,161	993,564			
HEALTH BENEFITS	3,351,092	2,955,833	395,259			
RETIREMENTS	1,697,691	1,468,704	228,987			
OTHER FRINGE BENEFITS	170,343	150,047	20,296			
COMPUTER SERVICES	458,248	425,069	33,179			
CONTRACTUAL SERVICES	2,187,668	2,104,984	82,684			
RENTS	382,142	369,449	12,693			
COMMODITIES	37,522	37,009	513			
GRANTS, SUBSIDIES, PENSIONS	146,029,170	129,531,850	16,497,320			
TRANSFER TO OTHER FUNDS	40,958		40,958			
<b>TOTAL EXPENDITURES</b>	<b>163,433,559</b>	<b>145,128,106</b>	<b>18,305,453</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

*FAX* (207) 941-4062

*Telephone* (207) 941-4037

*Reference PolicyArea* 05 *Umbrella* 14 *Unit* 195 *Citation* T0034B *M.R.S.A., Sect.* 000003201

### 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 48 beds with an additional three beds for patients ordered by the court to return to a treatment setting. 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 four 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 HEALTH AND HUMAN SERVICES - FORMERLY BDS

### LICENSES:

DHHS  
Joint Commission  
Medicare/Medicaid

**FINANCES, FISCAL YEAR 2014:** 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	9,045,078	5,378,621	3,666,457			
HEALTH BENEFITS	3,093,682	5,664	3,088,018			
RETIREMENTS	1,730,985		1,730,985			
OTHER FRINGE BENEFITS	218,709		218,709			
COMPUTER SERVICES	342,919	342,919				
CONTRACTUAL SERVICES	2,539,139	1,223,325	1,315,814			
RENTS	109,214	47,482	61,732			
COMMODITIES	833,657	833,657				
EQUIPMENT	23,649	23,649				
TRANSFER TO OTHER FUNDS	101,179		101,179			
<b>TOTAL EXPENDITURES</b>	<b>18,038,211</b>	<b>7,855,317</b>	<b>10,182,894</b>			

## OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES

### SHELDON WHEELER, ACTING 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) 287-2595

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

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

### PURPOSE:

The Office of Substance Abuse and Mental Health Services (SAMHS) serves as the single administrative authority responsible for creating an integrated approach to developing and implementing substance abuse and adult mental health services focusing 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 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, consumer 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



## DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

help 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 developed 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 continues to work 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 is working collaboratively with other state agencies and providers at further integration of behavioral health and physical health. SAMHS has been an active partner in the development of Behavioral Health Homes with both Stage A (substance use disorders) and Stage B (severe mental illness & co-occurring disorders).

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 2014:** 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	4,043,751	3,766,999			276,752	
HEALTH BENEFITS	1,431,749	1,326,533			105,216	
RETIREMENTS	725,735	676,363			49,372	
OTHER FRINGE BENEFITS	87,294	81,910			5,384	
COMPUTER SERVICES	486,019	366,028	2,250		117,741	
CONTRACTUAL SERVICES	3,727,465	2,221,687	200,657		1,305,121	
RENTS	379,401	303,138			76,263	
COMMODITIES	88,233	44,123	43,788		322	
GRANTS, SUBSIDIES, PENSIONS	94,881,492	66,569,137	11,474,360		16,837,995	
TOTAL EXPENDITURES	105,851,139	75,355,918	11,721,055		18,774,166	

## RIVERVIEW PSYCHIATRIC CENTER JAY HARPER, ACTING 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

*FAX* (207) 287-6123

*Telephone* (207) 624-4656

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

### 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.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS

### 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 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 DLRS/DHHS and accredited by the Joint Commission.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

RIVERVIEW PSYCHIATRIC CENTER	<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	13,690,458	8,428,942	5,261,516			
HEALTH BENEFITS	4,978,225	144,171	4,834,054			
RETIREMENTS	2,706,474	67,490	2,638,984			
OTHER FRINGE BENEFITS	327,667	9,746	317,921			
COMPUTER SERVICES	373,487	259,419	114,068			
CONTRACTUAL SERVICES	8,858,453	7,039,696	1,818,757			
RENTS	166,466	148,744	17,722			
COMMODITIES	1,731,660	1,395,923	335,737			
GRANTS, SUBSIDIES, PENSIONS	62,999	56,013	6,986			
BUILDING IMPROVEMENTS	26,450	26,450				
EQUIPMENT	21,744	21,744				
TRANSFER TO OTHER FUNDS	184,050		184,050			
<b>TOTAL EXPENDITURES</b>	<b>33,128,133</b>	<b>17,598,338</b>	<b>15,529,795</b>			

DEPARTMENT OF CORRECTIONS

DEPARTMENT OF CORRECTIONS

DR. JOSEPH FITZPATRICK, COMMISSIONER

JODY BRETON, DEPUTY COMMISSIONER

Central Office 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111 TTY (888) 577-6690  
Mail Address 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX (207) 287-4370  
Established 1981 Telephone (207) 287-4360  
Reference Policy Area 06 Umbrella 03 Unit 201 Citation T0034A M.R.S.A., Sect. 000001202  
Units:

BOLDUC CORRECTIONAL FACILITY  
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  
SOUTHERN MAINE WOMEN'S REENTRY CENTER  
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:

## DEPARTMENT OF CORRECTIONS

**JAIL INSPECTIONS** - the department has the statutory responsibility to establish, inspect and enforce standards for county jails, municipal holding facilities, juvenile detention areas, correctional community residential and 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 2014:** 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	52,834,402	52,660,411	-93,505		136,540	130,956
HEALTH BENEFITS	21,148,339	20,994,716	41,733		51,049	60,841
RETIREMENTS	14,106,181	14,050,946	-10,913		31,365	34,783
OTHER FRINGE BENEFITS	1,089,280	1,080,603	3,320		2,729	2,628
COMPUTER SERVICES	3,746,734	3,566,116	4,775		156,423	19,420
CONTRACTUAL SERVICES	32,393,067	31,030,309	187,880		679,649	495,229
RENTS	1,977,145	1,889,974	5,551		1,716	79,904
COMMODITIES	10,815,695	10,142,421	63,627		89,373	520,274
GRANTS, SUBSIDIES, PENSIONS	2,742,349	2,121,783			620,566	
BUILDING IMPROVEMENTS	2,429,729	2,429,729				
EQUIPMENT	827,566	827,566				
INTEREST-DEBT RETIREMENT	85,874	85,874				
TRANSFER TO OTHER FUNDS	224,049	225	3,188		17,992	202,644
<b>TOTAL EXPENDITURES</b>	<b>144,420,410</b>	<b>140,880,673</b>	<b>205,656</b>		<b>1,787,402</b>	<b>1,546,679</b>

DEPARTMENT OF CORRECTIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,279,802	2,084,310			64,536	130,956
HEALTH BENEFITS	758,030	667,516			29,673	60,841
RETIREMENTS	529,164	480,573			13,808	34,783
OTHER FRINGE BENEFITS	51,001	47,076			1,297	2,628
COMPUTER SERVICES	3,409,166	3,255,369			134,377	19,420
CONTRACTUAL SERVICES	24,921,719	24,148,517	127,298		150,675	495,229
RENTS	119,844	38,224			1,716	79,904
COMMODITIES	804,889	269,898	356		14,361	520,274
GRANTS, SUBSIDIES, PENSIONS	620,566				620,566	
BUILDING IMPROVEMENTS	2,429,729	2,429,729				
EQUIPMENT	827,566	827,566				
INTEREST-DEBT RETIREMENT	85,874	85,874				
TRANSFER TO OTHER FUNDS	213,225	38	2,501		8,042	202,644
<b>TOTAL EXPENDITURES</b>	<b>37,050,575</b>	<b>34,334,690</b>	<b>130,155</b>		<b>1,039,051</b>	<b>1,546,679</b>

DEPARTMENT OF CORRECTIONS

**BOLDUC CORRECTIONAL FACILITY**

**BENJAMIN BEAL, DIRECTOR**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 516 CUSHING ROAD, WARREN, ME 04864

*Mail Address* 516 CUSHING ROAD, WARREN, ME 04864

*Established* 2013

*Reference Policy Area* 06 *Umbrella* 03 *Unit* 678 *Citation* T000034-M.R.S.A., Sect. 0000004201

*FAX* (207) 273-5320

*Telephone* (207) 273-5123

**PURPOSE:**

The mission of the Bolduc Correctional Facility (BCF) is to protect the public by providing a safe, healthy environment where prisoners are held to a high standard of conduct and are provided with opportunities for personal growth that allow them to return to society as productive citizens.

**ORGANIZATION:**

There are 220 minimum security prisoners housed at the Bolduc Correctional Facility 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. Current date has BCF supporting both the Prison and its own kitchen with fresh produce and beef from the farm that is currently continuing in full operation.

**PROGRAM:**

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. The facilities Community Programs Coordinator works with all arenas in the local area to place offenders with local employers and also in volunteer roles for Maine Department of Transportation, Camden Hills State Park, Rockland Transfer station, Rockland Public Works and the towns of Union and Warren.

Educational programs at BCF include literacy and remedial reading with individual instruction. General Education Development (GED) or high school diplomas are offered through prison teachers and a college program through the University of Maine, Rockland campus. Typing, computer science, music, literature, writing, art, horticulture, languages and a Long Distance Dad's program provide additional choices. The Family Violence Education Program is in place to address the needs surrounding domestic abuse convictions. The facility has a Work Ready Coordinator that aids in the process of rehabilitation to promote interviewing techniques and many other facets of the re-entry process. 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.

**LICENSES:**

ACA Accredited

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOLDUC CORRECTIONAL FACILITY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,630,913	2,630,913				
HEALTH BENEFITS	1,032,451	1,032,451				
RETIREMENTS	693,219	693,219				
OTHER FRINGE BENEFITS	52,739	52,739				
CONTRACTUAL SERVICES	387,132	387,037	95			
RENTS	7,544	7,544				
COMMODITIES	784,002	784,002				
<b>TOTAL EXPENDITURES</b>	<b>5,588,000</b>	<b>5,587,905</b>	<b>95</b>			

## CHARLESTON CORRECTIONAL FACILITY

**CHAD CURTIS, SUPERINTENDENT**  
**DR. JOSEPH FITZPATRICK, COMMISSIONER**

*Central Office* 1202 DOVER RD, CHARLESTON, ME 04422  
*Mail Address* 1182 DOVER RD, CHARLESTON, ME 04422 *FAX* (207) 285-0825  
*Established* 1980 *Telephone* (207) 285-0880  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 211 *Citation* T0034A *M.R.S.A., Sect.* 000003601

### 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.

## DEPARTMENT OF CORRECTIONS

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.

**FINANCES, FISCAL YEAR 2014:** 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	1,935,629	1,935,629				
HEALTH BENEFITS	837,856	837,856				
RETIREMENTS	519,999	519,999				
OTHER FRINGE BENEFITS	38,004	38,004				
COMPUTER SERVICES	2,178	2,178				
CONTRACTUAL SERVICES	249,403	248,288	1,115			
RENTS	57,042	56,561	481			
COMMODITIES	417,939	411,593	6,346			
TRANSFER TO OTHER FUNDS	116		116			
<b>TOTAL EXPENDITURES</b>	<b>4,058,166</b>	<b>4,050,108</b>	<b>8,058</b>			

## MAINE CORRECTIONAL CENTER SCOTT LANDRY, SUPERINTENDENT DR. JOSEPH FITZPATRICK, COMMISSIONER

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*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

### 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

## DEPARTMENT OF CORRECTIONS

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 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.



## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2014:** 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	10,400,395	10,518,511	-123,976		5,860	
HEALTH BENEFITS	4,263,181	4,228,090	33,968			1,123
RETIREMENTS	2,854,177	2,870,305	-17,455			1,327
OTHER FRINGE BENEFITS	218,647	215,807	2,711			129
COMPUTER SERVICES	6,746	791	4,775			1,180
CONTRACTUAL SERVICES	1,144,721	1,078,922	23,979			41,820
RENTS	168,954	163,884	5,070			
COMMODITIES	2,191,057	2,152,711	38,346			
TRANSFER TO OTHER FUNDS	411		-706			1,117
<b>TOTAL EXPENDITURES</b>	<b>21,248,289</b>	<b>21,229,021</b>	<b>-33,288</b>			<b>52,556</b>

## DOWNEAST CORRECTIONAL FACILITY

**VACANT , DIRECTOR**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

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*Established* 1984

*FAX* (207) 255-1176

*Telephone* (207) 255-1100

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

### **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 housing 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

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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 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.

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**FINANCES, FISCAL YEAR 2014:** 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
EXPENDITURES							
SALARIES & WAGES		2,457,444	2,457,444				
HEALTH BENEFITS		1,008,533	1,008,533				
RETIREMENTS		661,506	661,506				
OTHER FRINGE BENEFITS		49,969	49,969				
COMPUTER SERVICES		558	558				
CONTRACTUAL SERVICES		217,114	207,904	9,210			
RENTS		65,016	65,016				
COMMODITIES		485,377	474,459	10,918			
TRANSFER TO OTHER FUNDS		276		276			
TOTAL EXPENDITURES		4,945,793	4,925,389	20,404			

## JUVENILE JUSTICE ADVISORY GROUP

**PAUL VESTAL, CHAIRPERSON**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

TTY (888) 577-6690

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*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 (JJDPA). JJDPA 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 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

## DEPARTMENT OF CORRECTIONS

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.

Programs supported with JJAG funding served 3,665 youth in 2012-2013.

The federal allocation for Maine Juvenile Justice and Delinquency Prevention Program for federal fiscal year 2014 was \$400,000. 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. Funding for this grant was zeroed out by Congress. See figure 2 below.

The Juvenile Accountability Block Grant (JABG) is administered by the JJAG. The JABG program is administered by 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. Funding for this grant was zeroed out by Congress. See figure 3 below.

### **LICENSES:**

None

### **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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF CORRECTIONS

**JUVENILE COMMUNITY CORRECTIONS  
VACANT, ASSOC COMM JUVENILE SERV.  
DR. JOSEPH FITZPATRICK, 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

**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 specifying conditions to which the youth and his/her family agree to comply in lieu of going to court. Using an evidence-based risk management and risk focused intervention approach, the JCCO's supervise and case manage youth placed on probation or on aftercare from one of the juvenile facilities. JCCOs also serve as the primary case managers for juveniles committed or detained at juvenile correctional facilities.

## DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2014:** 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	3,276,177	3,245,706	30,471			
HEALTH BENEFITS	1,360,837	1,353,072	7,765			
RETIREMENTS	893,634	887,093	6,541			
OTHER FRINGE BENEFITS	67,422	66,813	609			
COMPUTER SERVICES	305,675	290,675			15,000	
CONTRACTUAL SERVICES	1,560,451	1,135,160	17,795		407,496	
RENTS	315,368	315,368				
COMMODITIES	87,537	87,537				
GRANTS, SUBSIDIES, PENSIONS	2,121,783	2,121,783				
TRANSFER TO OTHER FUNDS	6,290	112	804		5,374	
<b>TOTAL EXPENDITURES</b>	<b>9,995,174</b>	<b>9,503,319</b>	<b>63,985</b>		<b>427,870</b>	

## LONG CREEK YOUTH DEVELOPMENT CENTER

**JEFFREY MERRILL, SUPERINTENDENT**

**DR. JOSEPH FITZPATRICK, COMMISSIONER**

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*Established* 1853

*Telephone* (207) 822-2617

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

### **PURPOSE:**

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

### **ORGANIZATION:**

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

### **PROGRAM:**

Long Creek Youth Development Center functions as the correctional facility for the juveniles from the southern part of the state. The purpose of the Center is to provide for the detention, diagnostic evaluation and confinement of juvenile 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

## DEPARTMENT OF CORRECTIONS

accountability to victims and communities.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LONG CREEK YOUTH DEVELOPMENT CENTER	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,861,988	6,843,212			18,776	
HEALTH BENEFITS	2,655,660	2,648,915			6,745	
RETIREMENTS	1,778,687	1,774,434			4,253	
OTHER FRINGE BENEFITS	141,553	141,182			371	
CONTRACTUAL SERVICES	810,557	783,556	687		26,314	
RENTS	57,495	57,495				
COMMODITIES	878,394	805,987	6,061		66,346	
TRANSFER TO OTHER FUNDS	1,746	36	89		1,621	
<b>TOTAL EXPENDITURES</b>	<b>13,186,080</b>	<b>13,054,817</b>	<b>6,837</b>		<b>124,426</b>	

## MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER

**JEFF MORIN, SUPERINTENDENT**  
**DR. JOSEPH FITZPATRICK, COMMISIONER**

<i>Central Office</i>	1182 DOVER RD, CHARLESTON, ME 04422	
<i>Mail Address</i>	1182 DOVER RD, CHARLESTON, ME 04422	<i>FAX</i> (207) 285-0825
<i>Established</i>	1991	<i>Telephone</i> (207) 285-0880
<i>Reference Policy Area</i>	06 Umbrella 03 Unit 225 Citation T0034A	<i>M.R.S.A., Sect.</i> 000004101

### 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 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

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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 2014:** 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	6,286,075	6,261,061			25,014	
HEALTH BENEFITS	2,490,803	2,482,804			7,999	
RETIREMENTS	1,637,642	1,631,980			5,662	
OTHER FRINGE BENEFITS	131,410	130,905			505	
COMPUTER SERVICES	8,168	2,303			5,865	
CONTRACTUAL SERVICES	500,204	446,860			53,344	
RENTS	61,784	61,784				
COMMODITIES	953,042	944,376			8,666	
TRANSFER TO OTHER FUNDS	1,397				1,397	
<b>TOTAL EXPENDITURES</b>	<b>12,070,525</b>	<b>11,962,073</b>			<b>108,452</b>	

## STATE PAROLE BOARD

**DR. JOSEPH FITZPATRICK, COMMISSIONER**  
**CYNTHIA BRANN, ASSOCIATE COMMISSIONER**

TTY (888) 577-6690

*Central Office* 25 TYSON DRIVE, AMHI COMPLEX., AUGUSTA, ME 04333-0111  
*Mail Address* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX* (207) 287-4370  
*Established* 1931 *Telephone* (207) 287-4360  
*Reference* Policy Area 06 Umbrella 03 Unit 208 Citation T0034A M.R.S.A., Sect. 000005201

### PURPOSE:

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

### ORGANIZATION:

The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931



## DEPARTMENT OF CORRECTIONS

to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957 under the Department of Institutional Service. In 1957, the Parole Board's duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was re-designated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In 1976 the State of Maine abolished Parole though the Board continues to serve in a limited capacity providing services to offenders placed on parole prior to its 1976 abolition.

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

### PROGRAM:

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

### PUBLICATIONS:

Parole Board Rules and Policy-Free

### PUBLICATIONS:

Parole Board Rules and Policy - Free

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	450	450				
CONTRACTUAL SERVICES	842	842				
TOTAL EXPENDITURES	1,292	1,292				

## STATE PRISON

**RODNEY BOUFFARD, WARDEN**

**DR. JOSEPH FITZPATRICK, 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

*FAX* (207) 273-5320

*Telephone* (207) 273-5310

### 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.

### 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

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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.

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.

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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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE PRISON	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,603,419	11,603,419				
HEALTH BENEFITS	4,647,194	4,647,194				
RETIREMENTS	3,161,222	3,161,222				
OTHER FRINGE BENEFITS	235,887	235,887				
COMPUTER SERVICES	14,242	14,242				
CONTRACTUAL SERVICES	2,190,619	2,183,233	7,386			
RENTS	249,258	249,258				
COMMODITIES	3,901,712	3,900,112	1,600			
TRANSFER TO OTHER FUNDS	101		101			
<b>TOTAL EXPENDITURES</b>	<b>26,003,654</b>	<b>25,994,567</b>	<b>9,087</b>			

## DIVISION OF PROBATION AND PAROLE

**CYNTHIA BRANN, ASSOC COMM ADULT SERVICES**  
**DR. JOSEPH FITZPATRICK, COMMISSIONER**

TTY (888) 577-6690

Central Office 25 TYSON DRIVE, AUGUSTA, ME 04333-0111

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

Established 1967

Telephone (207) 287-4384

Reference Policy Area 06 Umbrella 03 Unit 237 Citation T0034A M.R.S.A., Sect. 000005401

### 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.

### ORGANIZATION:

When the Division of Probation and Parole was created in 1967 it included adult

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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.

### **PUBLICATIONS:**

Division of Adult Services Policies and Procedures Manual - on location.

### **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.

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**FINANCES, FISCAL YEAR 2014:** 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	4,420,510	4,398,156			22,354	
HEALTH BENEFITS	1,803,375	1,797,866			5,509	
RETIREMENTS	1,199,189	1,192,874			6,315	
OTHER FRINGE BENEFITS	87,949	87,523			426	
CONTRACTUAL SERVICES	294,879	294,879				
RENTS	750,770	750,770				
COMMODITIES	133,920	133,920				
TRANSFER TO OTHER FUNDS	478	38			440	
<b>TOTAL EXPENDITURES</b>	<b>8,691,070</b>	<b>8,656,026</b>			<b>35,044</b>	

## SOUTHERN MAINE WOMEN'S REENTRY CENTER

**JENNIFER NEEDHAM, UNIT MANAGER**  
**DR. JOSPHE FITZPATRICK, COMMISSIONER**

*Central Office* 2 LAYMAN WAY, ALFRED, ME 04002

*Mail Address* 2 LAYMAN WAY, ALFRED, ME 04002

*Established* 2013

*FAX*

*Telephone* (207) 490-5194

*Reference Policy Area* 06 *Umbrella* 03 *Unit* 679 *Citation* PL 2013 *M.R.S.A., Sect.* CH 368

### PURPOSE:

The mission of the Southern Maine Re-Entry Center is to provide women with three years or less left of their sentence with the opportunities and support they need to reintegrate back into the community successfully. We recognize that women offenders have unique pathways to their crimes and because of that we will assess and program with a gender responsive and trauma informed approach.

The Southern Maine Re-Entry Center will focus on educational and vocational opportunities and growth, while we encourage the reunification and development of family and natural supports.

### ORGANIZATION:

The Southern Maine Re Entry Center (SMRC) provides a minimum, Community-security facility housing prisoners cleared for community work release and work crews. The facility is located in Alfred and is supervised through Adult Community Corrections. SMRC currently has a rated capacity of 68 and, currently houses 68 residents. SMRC provides structure, supervision and security to prisoners during the transition from incarceration to release. Residents participate in community reentry programs (work release, education release, public service release, family reunification), and unitize community services (counseling, substance abuse treatment, alcoholics anonymous, educational, and social services), while presenting a minimum risk to the public's safety and property. The SMRC uses a variety of gender responsive approaches to achieve their goals.

Education is offered in GED preparation and testing, Adult Basic Education and the opportunity to attend college classes at the local community college if community status eligible. The following programs are offered at the facility: Moving On, Mapping Your Re-entry, Equine Therapy, Anger Management, Healthy Relationships, Read to Me Mommy, Active Parenting Class, Houses of Healing, Thinking for Change, Turning Points and Beyond Trauma. Substance abuse services are provided at an intensive level through Differential Substance Abuse Treatment program known as DSAT. Our DSAT program offers the Seeking Safety Program for resident who scored moderate to low on the substance abuse screening.

### PROGRAM:

#### CULINARY ARTS PROGRAM

This program works step by step with the residents to go over the fundamentals of kitchen safety, proper handling and storage of knives, portion sizes, food presentation, food guide pyramid, menu planning, balancing of ingredients and meals on a budget.

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The Culinary Art program prepares all in house meals for residents and staff. Catering activities range from meetings to weddings. The residents participating in the culinary arts program go over every aspect of a typical catering job. This starts from table linens to plating food. Residents learn to manage and how to set up a buffet and break it down. Residents will also learn self-preparation, grooming and presenting in a professional manner.

### WORK READY PROGRAM

Work Ready is a workforce training program developed by the Maine Department of Education Adult Education team and local workforce investment boards. Trainings are designed to prepare participants for the attitudinal and disciplinary rigors of employment and to provide a highly structured simulated work environment that encourages the behavior required for workplace success.

In this 60-hour training program, participants take ownership of their decisions and develop concrete skills necessary to get a job, such as resume writing and interviewing. Before leaving, participants learn the basic qualities that constitute a good employee: reliability, punctuality, a strong work ethic and a positive demeanor.

Work Ready is based on seven standards, which cover personal motivations and challenges, plans for employment, working with others, effective communication, the principles of getting a job, employee rights and work-related safety information.

SMRC works closely with the Maine Department of Labor Career Center to place residents into high growth/high demand careers where employers are in need of good employees. Residents will be able to keep these jobs after their release.

Work Ready programs, in partnership with local businesses, provide participants with real-time feedback through mock interviews and other workshops with human resource professionals. Successful participants will receive a credential issued by the Maine DOE and recognized by employers throughout the state.

Residents who complete the Work Ready Program and begin working in the community are required to contribute to their living expenses, program family support, pay victims restitution, pay unpaid fines and save money to utilize upon their release.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SOUTHERN MAINE WOMEN'S REENTRY CENTER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	590,514	590,514				
HEALTH BENEFITS	255,168	255,168				
RETIREMENTS	159,126	159,126				
OTHER FRINGE BENEFITS	12,057	12,057				
CONTRACTUAL SERVICES	108,342	108,342				
RENTS	123,863	123,863				
COMMODITIES	174,609	174,609				
<b>TOTAL EXPENDITURES</b>	<b>1,423,679</b>	<b>1,423,679</b>				

## OFFICE OF VICTIM SERVICES

**TESSA MOSHER, CHIEF VICTIM SERVICES ADV**  
**DR. JOSEPH FITZPATRICK, COMMISSIONER**

TTY (888) 577-6690

*Central Office* 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
*Mail Address* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX* (207) 287-4370  
*Established* 2001 *Telephone* (207) 287-4385  
*Reference PolicyArea* 06 *Umbrella* 03 *Unit* 615 *Citation* T0034A *M.R.S.A., Sect.* 000001214

### PURPOSE:

The Office of Victim Services (M.R.S.A. 34-A Section 1214) advocates for

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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 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  
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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF VICTIM SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	91,085	91,085				
HEALTH BENEFITS	35,251	35,251				
RETIREMENTS	18,614	18,614				
OTHER FRINGE BENEFITS	2,640	2,640				
CONTRACTUAL SERVICES	7,084	6,769	315			
RENTS	206	206				
COMMODITIES	3,218	3,218				
TRANSFER TO OTHER FUNDS	7		7			
<b>TOTAL EXPENDITURES</b>	<b>158,105</b>	<b>157,783</b>	<b>322</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

*Units:*

*ADMINISTRATIVE SERVICES DIVISION (DEFENSE, VETS &  
EMERG MANA  
MAINE EMERGENCY MANAGEMENT AGENCY*

*MILITARY BUREAU  
BUREAU OF MAINE VETERANS' SERVICES*

**PURPOSE:**

The Department of Defense, Veterans and Emergency Management is responsible for all military, veterans and emergency management related operations within the State of Maine. National Guard personnel and units have recently transitioned from a strategic to an operational force mobilizing in support of Operations Iraqi 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 Agency 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. The Adjutant General was also designated as the Governor's Homeland Security Advisor (HSA) at this time.

**PROGRAM:**

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



# DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

## PUBLICATIONS:

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

**FINANCES, FISCAL YEAR 2014:** 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	13,940,081	2,292,305	236,549		5,739,384	5,671,843
HEALTH BENEFITS	5,147,371	933,348	74,680		1,955,762	2,183,581
RETIREMENTS	2,463,340	369,611	36,136		1,040,375	1,017,218
OTHER FRINGE BENEFITS	340,588	59,085	7,828		138,842	134,833
COMPUTER SERVICES	410,447	100,245	8,593		286,262	15,347
CONTRACTUAL SERVICES	10,199,861	1,337,218	194,476		7,828,490	839,677
RENTS	955,732	62,195	3,668		414,395	475,474
COMMODITIES	2,921,106	641,742	105,255		1,792,117	381,992
GRANTS, SUBSIDIES, PENSIONS	11,353,553	299,164	322,319		10,731,659	411
PURCHASE OF LAND	131,504				131,504	
BUILDING IMPROVEMENTS	965,532	19,080	19,055		927,397	
EQUIPMENT	428,018				428,018	
TRANSFER TO OTHER FUNDS	927,740		20,220		52,515	855,005
<b>TOTAL EXPENDITURES</b>	<b>50,184,873</b>	<b>6,113,993</b>	<b>1,028,779</b>		<b>31,466,720</b>	<b>11,575,381</b>

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

**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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ADMINISTRATIVE SERVICES	<b>TOTAL</b>					
MANASION (DEFENSE, VETS & EMERG	<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	142,997	142,997				
HEALTH BENEFITS	5,960	5,960				
RETIREMENTS	1,231	1,231				
OTHER FRINGE BENEFITS	11,002	11,002				
COMPUTER SERVICES	3,787	3,787				
CONTRACTUAL SERVICES	40,126	40,126				
RENTS	13,180	13,180				
COMMODITIES	24	24				
<b>TOTAL EXPENDITURES</b>	<b>218,307</b>	<b>218,307</b>				

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**MAINE EMERGENCY MANAGEMENT AGENCY**

**ROBERT MCALEER, DIRECTOR**

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

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

*FAX* (207) 287-3180

*Established* 1949

*Telephone* (800) 452-8735

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

**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. Cybersecurity has become a new focus for the Agency, working with the Office of Information Technology (OIT), the Maine State Police, Maine National Guard, and other partners to develop plans and procedures for managing cyber related incidents.

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 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. The Maine Emergency Management Agency carries out the planning and preparedness activities for the Commission.

The Agency coordinates state government operations with county and local

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

governments for emergencies resulting from natural disaster, technological hazards or national security incidents. During an emergency, the Agency's effectiveness is dependent upon representatives from numerous state agencies staffing the State Emergency Operations Center. In addition, the Agency relies upon the county and local organizations throughout the state which are comprised of paid and volunteer personnel.

### PROGRAM:

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 USDOT 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 2014:** 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	1,242,447	296,914	159,612		785,921	
HEALTH BENEFITS	434,461	108,501	55,482		270,478	
RETIREMENTS	221,410	52,291	30,228		138,891	
OTHER FRINGE BENEFITS	27,669	6,456	3,465		17,748	
COMPUTER SERVICES	211,762	39,451	5,017		167,294	
CONTRACTUAL SERVICES	489,926	64,140	81,163		344,623	
RENTS	194,300		2,882		191,418	
COMMODITIES	272,852	14,672	22,235		235,945	
GRANTS, SUBSIDIES, PENSIONS	11,120,553	299,139	89,780		10,731,634	
TRANSFER TO OTHER FUNDS	59,723		17,426		42,297	
<b>TOTAL EXPENDITURES</b>	<b>14,275,103</b>	<b>881,564</b>	<b>467,290</b>		<b>12,926,249</b>	

## MILITARY BUREAU

**BG JAMES D. CAMPBELL, ADJUTANT GENERAL**  
**BG BRENT B. BOYLES, ASST. ADJUTANT GENERAL**

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

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*Established* 1972 *Telephone* (207) 430-6000

*Reference* PolicyArea 06 Umbrella 15 Unit 213 Citation T0037B M.R.S.A., Sect. 000000002

### 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

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

required. In the event of war or other national emergency, designated National Guard personnel will report for federal service on call of the President of the United States. Should the National Guard be federalized and moved out of State, other forces may be organized under the law (M.R.S.A., Title 37-B, Chapter 3), to be known as the Maine State Guard.

The Military Bureau was created in July, 1972, under State Government reorganization legislation. It previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law has been revised several times to more appropriately reflect and meet the needs and actual functions of the Department. The most recent revisions have eliminated the requirement that the Director of the Military Bureau be the Deputy Adjutant General and changed Civil Defense to the Maine Emergency Management Agency (MEMA).

### ORGANIZATION:

The Military Bureau's two components, the Army National Guard and the Air National Guard, both report to the Adjutant General. The Maine National Guard, as a professional military institution, performs a dual role. One role supports our State, and the other supports our Nation. In support of our State, the Maine National Guard provides the people of Maine with a highly skilled and disciplined military force. These soldiers and airmen, when called upon by the Governor, assist other State agencies during times of floods, hurricanes, forest fires, snow emergencies, and other civic needs. In its other role, the Maine National Guard acts as a supplement to the active military. In this capacity, units of the Maine National Guard can be called to Active Duty by the President of the United States in support of our national security.

### PROGRAM:

The Maine Army National Guard's authorized strength is 2,186 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 1,130 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 124 personnel worldwide; maintained three alert aircraft and crews 24 hours a day, 7 days a week; and processed over 11.9 million gallons of jet fuel, and serviced over 950 transient aircraft in fiscal year 2014. 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MILITARY BUREAU	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	11,316,599	614,357	76,937		4,953,462	5,671,843
HEALTH BENEFITS	4,141,326	253,264	19,198		1,685,283	2,183,581
RETIREMENTS	2,028,507	103,898	5,907		901,484	1,017,218
OTHER FRINGE BENEFITS	273,016	12,726	4,363		121,094	134,833
COMPUTER SERVICES	138,452	660	3,477		118,968	15,347
CONTRACTUAL SERVICES	9,096,755	897,188	112,945		7,246,945	839,677
RENTS	726,454	27,216	787		222,977	475,474
COMMODITIES	2,538,583	519,917	83,020		1,553,654	381,992
GRANTS, SUBSIDIES, PENSIONS	461	25			25	411
BUILDING IMPROVEMENTS	909,139	19,080	19,055		871,004	
TRANSFER TO OTHER FUNDS	862,228		2,783		4,440	855,005
<b>TOTAL EXPENDITURES</b>	<b>32,031,520</b>	<b>2,448,331</b>	<b>328,472</b>		<b>17,679,336</b>	<b>11,575,381</b>

## BUREAU OF MAINE VETERANS' SERVICES PETER OGDEN, DIRECTOR, VETERANS' SERV

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*FAX* (207) 626-4471

*Telephone* (207) 430-6034

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

### PURPOSE:

The Bureau of Maine Veterans' Services provides support services to Maine's 140,000 veterans and their dependents. These programs include, but are not limited to, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, burials and nursing homes. The seven regional offices located throughout the State provide support to veterans statewide in addition to supplementing the USDVA claims offices at Togus and Vet Centers at Lewiston and Springvale. The Bureau's regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support and appeals advocacy 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 System. 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 Director sits on the Board of Trustees for the Maine Veterans Homes and serves as the primary public advocate for Maine veterans.

### ORGANIZATION:

After the Civil War, service to veterans was provided through specific acts or laws. The earliest coordinated service to veterans was the Soldiers Board of 1919. Maine Veterans' Services was created by Council Order in 1945 as The Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963. In the spring of 1970, the Maine Veterans' Memorial Cemetery became operational. Under reorganization legislation of 1972, the agency was placed within the new Department of Military, Civil Defense and Veterans' Services which, in 1974, was redesignated the Department of Defense and Veterans' Services.

### PROGRAM:

Major Programs: CLAIMS SERVICE. The seven regional offices represented 41,450 clients during the past fiscal year. These offices also filed 2,213 claims with the US Department of Veterans Affairs. The Claims Office at Togus, acting as the veterans advocate, filed 1,029 new Powers of Attorney on the behalf of veterans

## DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

or their dependents. Actions taken by Maine Veterans' Services have resulted in new awards of \$51,747,000.00 by the US Department of Veterans Affairs. Federal dollars totaling \$873,125,000.00 were expended by the US Department of Veterans Affairs for benefits to Maine's veterans during the federal fiscal year 2013. Maine's population consists of 140,000 veterans. The federal dollars spent by the US Department of Veterans Affairs provided compensation and pension benefits amounting to \$467,398,000.00 that was paid to 25,000 veterans or dependents and \$335,408,000.00 on medical care for 40,500 veterans. The Bureau also maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 600,000 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 585 students enrolled in the program at a value of \$1,558,591.00.

**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, 895 burials were conducted and a total of 22,598 persons have been buried in the cemetery system since its inception. Three hundred and twenty-nine reservations for burial were made. At the end of the year, there were 5,533 reservations for future burial on file. There were 511 Certificates of Eligibility issued with a total of 12,862 certificates on file.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINE VETERANS' 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	1,238,038	1,238,038				
HEALTH BENEFITS	565,622	565,622				
RETIREMENTS	212,192	212,192				
OTHER FRINGE BENEFITS	28,901	28,901				
COMPUTER SERVICES	56,445	56,347	98			
CONTRACTUAL SERVICES	573,054	335,764	368		236,922	
RENTS	21,800	21,800				
COMMODITIES	109,647	107,129			2,518	
GRANTS, SUBSIDIES, PENSIONS	232,539		232,539			
PURCHASE OF LAND	131,504				131,504	
BUILDING IMPROVEMENTS	56,393				56,393	
EQUIPMENT	428,018				428,018	
TRANSFER TO OTHER FUNDS	5,789		11		5,778	
<b>TOTAL EXPENDITURES</b>	<b>3,659,942</b>	<b>2,565,793</b>	<b>233,016</b>		<b>861,133</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 PolicyArea* 01 *Umbrella* 19 *Unit* 100 *Citation* T0005 *M.R.S.A., Sect.* 000013053

*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 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 2014:** 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	1,994,103	1,160,327	587,868		245,908	
HEALTH BENEFITS	536,308	292,208	163,489		80,611	
RETIREMENTS	343,651	196,919	98,834		47,898	
OTHER FRINGE BENEFITS	45,855	29,665	11,439		4,751	
COMPUTER SERVICES	136,317	106,715	29,602			
CONTRACTUAL SERVICES	9,033,932	897,061	8,119,678		17,193	
RENTS	16,252	6,811	9,219		222	
COMMODITIES	19,744	12,126	7,618			
GRANTS, SUBSIDIES, PENSIONS	23,822,399	7,952,403	2,014,563		10,213,186	3,642,247
TRANSFER TO OTHER FUNDS	82,883		46,017		36,866	
<b>TOTAL EXPENDITURES</b>	<b>36,031,444</b>	<b>10,654,235</b>	<b>11,088,327</b>		<b>10,646,635</b>	<b>3,642,247</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	401,457	401,457				
HEALTH BENEFITS	79,208	79,208				
RETIREMENTS	66,003	66,003				
OTHER FRINGE BENEFITS	8,729	8,729				
COMPUTER SERVICES	8,872	8,872				
CONTRACTUAL SERVICES	403,944	389,174	14,770			
RENTS	532	532				
COMMODITIES	7,787	7,787				
GRANTS, SUBSIDIES, PENSIONS	1,076,540	1,076,540				
TRANSFER TO OTHER FUNDS	806		806			
<b>TOTAL EXPENDITURES</b>	<b>2,053,878</b>	<b>2,038,302</b>	<b>15,576</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 PolicyArea* 01 *Umbrella* 19 *Unit* 499 *Citation* T0005 *M.R.S.A., Sect.* 000013061

### 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 200 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.

### PUBLICATIONS:

Informational materials may be obtained from the Office of Business Development or from our website at [www.maine.gov/decd](http://www.maine.gov/decd)

**FINANCES, FISCAL YEAR 2014:** 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	504,915	504,915				
HEALTH BENEFITS	146,649	146,649				
RETIREMENTS	99,306	99,306				
OTHER FRINGE BENEFITS	10,161	10,161				
COMPUTER SERVICES	80,002	80,002				
CONTRACTUAL SERVICES	419,915	419,915				
RENTS	4,808	4,808				
COMMODITIES	1,191	1,191				
GRANTS, SUBSIDIES, PENSIONS	3,766,247	124,000				3,642,247
TOTAL EXPENDITURES	5,033,194	1,390,947				3,642,247

## 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.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### MAINE STATE FILM OFFICE

**KAREN CARBERRY-WARHOLA, DIRECTOR**

*Central Office* , ,

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*Established* 1996

*Telephone* (207) 624-9828

*Reference PolicyArea* 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 2014:** 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 PolicyArea* 01 *Umbrella* 19 *Unit* 631 *Citation* T0005 *M.R.S.A., Sect.* 000013105

#### **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

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

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 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 2014:** 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	152,090	152,090				
HEALTH BENEFITS	32,474	32,474				
RETIREMENTS	13,453	13,453				
OTHER FRINGE BENEFITS	8,602	8,602				
COMPUTER SERVICES	2,203	2,203				
CONTRACTUAL SERVICES	337,327	15,396	321,931			
RENTS	23	23				
COMMODITIES	106	106				
GRANTS, SUBSIDIES, PENSIONS	5,932,097	5,902,907	29,190			
TRANSFER TO OTHER FUNDS	8,943		8,943			
<b>TOTAL EXPENDITURES</b>	<b>6,487,318</b>	<b>6,127,254</b>	<b>360,064</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) 624-9800

*M.R.S.A., Sect.* 000013032

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### 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.

### 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 2013 was \$2,014,153, of which \$793,360 was a combination of state funding appropriated to the Maine Small Business and Entrepreneurship Commission and pass-through money from DECD. During CY2013, the Maine Small Business Development Centers provided business counseling to 1,785 clients. In addition to its business counseling services, the Maine SBDC program conducted 83 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 2014:** 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
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	5,468	5,468				
GRANTS, SUBSIDIES, PENSIONS	848,956	848,956				
<b>TOTAL EXPENDITURES</b>	<b>854,424</b>	<b>854,424</b>				

## OFFICE OF TOURISM

CAROLANN OUELLETTE, DIRECTOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059 *TTY* (207) 287-2656  
*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

### 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

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Maine as a four season destination to both consumers and the trade. The office includes the Maine Film Office which is responsible for the promotion of Maine as a location for film and video production.

To accomplish its mission, the office is authorized to: conduct research to determine market demand; implement public relations and promotional programs designed to market Maine's travel-product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and attractions; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to regional tourism agencies.

### ORGANIZATION:

The Office is supervised by the Director of Tourism, who oversees the activities of four professional and one support staff, and one professional person in the Maine Film Office.

### 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 2014:** 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	509,524		509,524			
HEALTH BENEFITS	149,877		149,877			
RETIREMENTS	87,035		87,035			
OTHER FRINGE BENEFITS	10,300		10,300			
COMPUTER SERVICES	26,933		26,933			
CONTRACTUAL SERVICES	7,722,625		7,722,625			
RENTS	7,668		7,668			
COMMODITIES	7,255		7,255			
GRANTS, SUBSIDIES, PENSIONS	1,319,164		1,319,164			
TRANSFER TO OTHER FUNDS	20,485		20,485			
<b>TOTAL EXPENDITURES</b>	<b>9,860,866</b>		<b>9,860,866</b>			

## 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

### 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.

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

### 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.

In 2012, the Code Enforcement Training and Certification Program and oversight of the state-owned landfill properties were transferred from the former State Planning Office to the Office of Community Development.

### PROGRAM:

The Community Development Block Grant (CDBG) Program distributes funds to 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.maine.gov/decd/meocd.org](http://www.maine.gov/decd/meocd.org).

**FINANCES, FISCAL YEAR 2014:** 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	426,117	101,865	78,344		245,908	
HEALTH BENEFITS	128,101	33,878	13,612		80,611	
RETIREMENTS	77,854	18,157	11,799		47,898	
OTHER FRINGE BENEFITS	8,064	2,174	1,139		4,751	
COMPUTER SERVICES	18,307	15,638	2,669			
CONTRACTUAL SERVICES	144,654	67,108	60,353		17,193	
RENTS	3,220	1,447	1,551		222	
COMMODITIES	3,404	3,041	363			
GRANTS, SUBSIDIES, PENSIONS	10,879,395		666,209		10,213,186	
TRANSFER TO OTHER FUNDS	52,649		15,783		36,866	
<b>TOTAL EXPENDITURES</b>	<b>11,741,765</b>	<b>243,308</b>	<b>851,822</b>		<b>10,646,635</b>	

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION

JAMES E. RIER, JR., COMMISSIONER EDUC

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

*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6700

*Established* 1931

*Telephone* (207) 624-6600

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

LEADERSHIP TEAM

SPECIAL SERVICES TEAM

MAGNET SCHOOLS

LEARNING THROUGH TECHNOLOGY TEAM

PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM

TEACHER RETIREMENT

SCHOOL FINANCE AND OPERATIONS TEAM

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 2014:** 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	7,716,974	4,464,771	352,148		2,900,055	
HEALTH BENEFITS	2,480,297	1,436,485	110,552		933,260	
RETIREMENTS	1,410,990	821,557	73,669		515,764	
OTHER FRINGE BENEFITS	157,150	89,504	6,566		61,080	
COMPUTER SERVICES	4,837,999	3,344,458	245,180		1,248,361	
CONTRACTUAL SERVICES	23,421,479	14,667,094	1,231,522		7,522,863	
RENTS	62,583	28,880	16,566		17,137	
COMMODITIES	278,749	188,407	18,717		71,625	
GRANTS, SUBSIDIES, PENSIONS	1,310,507,841	1,113,489,337	17,227,455		179,791,049	
EQUIPMENT	161,601	161,601				
TRANSFER TO OTHER FUNDS	22,763,544	11,228,666	10,833,697		701,181	
<b>TOTAL EXPENDITURES</b>	<b>1,373,799,207</b>	<b>1,149,920,760</b>	<b>30,116,072</b>		<b>193,762,375</b>	

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	176,407				176,407	
HEALTH BENEFITS	53,605				53,605	
RETIREMENTS	19,372				19,372	
OTHER FRINGE BENEFITS	8,013				8,013	
COMPUTER SERVICES	21,118		11,049		10,069	
CONTRACTUAL SERVICES	194,212	5,000	83,570		105,642	
COMMODITIES	9,086		4,725		4,361	
GRANTS, SUBSIDIES, PENSIONS	1,333,921		2,291		1,331,630	
TRANSFER TO OTHER FUNDS	27,868		5,806		22,062	
<b>TOTAL EXPENDITURES</b>	<b>1,843,602</b>	<b>5,000</b>	<b>107,441</b>		<b>1,731,161</b>	

## LEADERSHIP TEAM

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

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

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

#### 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; 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 2014:** 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	827,533	631,136	154,861		41,536	
HEALTH BENEFITS	235,839	177,486	48,195		10,158	
RETIREMENTS	160,391	118,525	34,456		7,410	
OTHER FRINGE BENEFITS	18,193	14,953	2,398		842	
COMPUTER SERVICES	184,706	7,561	94,147		82,998	
CONTRACTUAL SERVICES	2,062,846	364,098	754,547		944,201	
RENTS	17,559	843	16,566		150	
COMMODITIES	18,951	6,040	10,849		2,062	
GRANTS, SUBSIDIES, PENSIONS	2,966,680		2,553,909		412,771	
TRANSFER TO OTHER FUNDS	104,488		40,817		63,671	
<b>TOTAL EXPENDITURES</b>	<b>6,597,186</b>	<b>1,320,642</b>	<b>3,710,745</b>		<b>1,565,799</b>	

## MAGNET SCHOOLS

### LUKE C. SHORTY, EXECUTIVE DIRECTOR

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

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

*Established* 1996

*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071B *Citation* T0020A *FAX* (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 2014:** 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* *Telephone* (207) 624-6705

#### PURPOSE:

The PK-20/Adult Education and Federal Programs Team (Learning Systems) is

## DEPARTMENT OF EDUCATION

comprised of Regional Services, Curriculum Content and Instructional support, Career and Technical Education(CTE), Teacher Quality and Educator Effectiveness support, Professional Development coordination, Higher Education, state and local Assessment and Accountability, Advanced Placement, Agriculture Education, Health education, Student support services, including bullying prevention programs, 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, George Briggs Grant, and ESEA federal programs and grants.

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, supports 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 post-secondary level. This team reviews and testifies on legislation regarding education and develops rules as directed by legislation; collects and analyzes student data for performance and other required elements, 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 Department of Health and Human Services 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. This team also supports the review and approval of post-secondary programs and institutions, including Maine's teacher preparation programs.

### **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. These efforts inform the support and review of post-secondary institutions. 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 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: student support services, including those with special needs and/or English learners, and comprehensive school improvement and reform. The PK-20/Adult Education and

## DEPARTMENT OF EDUCATION

Federal Programs Team (Learning Systems) staff work at the district level, across districts in a region, across regions and statewide on 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 statewide. 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 applicable post-secondary 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 2014:** 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	2,019,026	993,475	29,881		995,670	
HEALTH BENEFITS	624,797	303,726	8,797		312,274	
RETIREMENTS	372,393	180,541	5,330		186,522	
OTHER FRINGE BENEFITS	38,781	20,211	658		17,912	
COMPUTER SERVICES	275,852	14,879			260,973	
CONTRACTUAL SERVICES	7,242,387	3,046,092	1,478		4,194,817	
RENTS	22,799	15,994			6,805	
COMMODITIES	43,499	17,544	94		25,861	
GRANTS, SUBSIDIES, PENSIONS	83,300,286	5,695,427	30,000		77,574,859	
TRANSFER TO OTHER FUNDS	363,875		2,702		361,173	
<b>TOTAL EXPENDITURES</b>	<b>94,303,695</b>	<b>10,287,889</b>	<b>78,940</b>		<b>83,936,866</b>	

DEPARTMENT OF EDUCATION

**SCHOOL FINANCE AND OPERATIONS TEAM**

**SUZAN BEAUDOIN, TEAM LEADER**

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*Established* 1993 *Telephone* (207) 624-6790  
*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071MC*Citation* T0020A *M.R.S.A., Sect.* 000000202

**PURPOSE:**

This Team is comprised of five sub-teams; the School Finance, Compliance & Governance 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.

The School Finance, Compliance & 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. This sub-team also 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 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. This sub-team also works with school safety issues for the State and school administrative units.

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

**PROGRAM:**

The School Finance, Compliance & Governance sub-teams annual production goals

## DEPARTMENT OF EDUCATION

were met with completion of all programs. In the General Purpose Aid Support Services, the actual distribution of the 2013-2014 State school subsidies of \$942.3 million was processed and analysis and information were prepared and distributed for the 2013-2014 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 \$47,627,666 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 2014 School Year included 16,505,280 school lunches, 7,821,149 school breakfasts; 500,629 after school snacks, and 122,946 half pints of milk. The Summer Food Service Program made available \$1,383,283 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were 559,926. 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  
School Budget Information  
School District Organization and Cost Sharing

## DEPARTMENT OF EDUCATION

Statewide Financial Data

Subsidy Allocations including subsidy printouts FY 06 to FY 15

Teacher and Administrator Certification Guidance

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SCHOOL FINANCE AND OPERATIONS 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	2,078,972	1,501,187	167,406			410,379
HEALTH BENEFITS	672,065	493,089	53,560			125,416
RETIREMENTS	393,745	285,799	33,883			74,063
OTHER FRINGE BENEFITS	42,994	30,455	3,511			9,028
COMPUTER SERVICES	3,699,608	2,835,683	139,984			723,941
CONTRACTUAL SERVICES	3,565,100	2,117,439	391,928			1,055,733
RENTS	8,117	1,520				6,597
COMMODITIES	37,722	27,469	3,050			7,203
GRANTS, SUBSIDIES, PENSIONS	972,850,588	909,630,829	14,497,294			48,722,465
TRANSFER TO OTHER FUNDS	102,510		46,368			56,142
<b>TOTAL EXPENDITURES</b>	<b>983,451,421</b>	<b>916,923,470</b>	<b>15,336,984</b>			<b>51,190,967</b>

## SPECIAL SERVICES TEAM

**JAN BRETON, DIRECTOR, SPECIAL SVS**

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*Established* 2008

*Telephone* (207) 624-6676

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

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

### PURPOSE:

The Special Services Team provides leadership, management, coordination and supervision of programs and services provided in accordance with the Individuals with Disabilities Education Act (IDEA) to 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 and 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 and federal statutes and regulations. It is responsible for the collection and analysis of student and school performance data that are reported publicly in conformance with federal and state obligations. Responsibility includes administration of the federal Individuals with Disabilities Education Act, Parts B (children with disabilities age 3- 20) and C (children with disabilities birth -2, as needed, in collaboration with Child Development Services), 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 structure: due process, general supervision (including Unit A for special purpose private schools, the state agency client program and the surrogate parent program; and Unit B for fiscal monitoring of public school special education programs), the State Personnel Development Grant (SPDG), and data (including the State Performance Plan and the Annual Performance Report). The work is informed by several advisory groups including: the Assistive Technology Advisory Council, the Interdepartmental Coordinating Committee for IDEA, Part C, the State Advisory Panel for IDEA, Part B, and the SPDG State Personnel Development Grant Advisory Committee.

## DEPARTMENT OF EDUCATION

### 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, and a Letter of Understanding with Maine Indian Education. 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 Twenty (MUSER) supports alignment of services with those provided to eligible children birth-2 years and 3-5 years by Child Development Services statewide, 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 personnel licensing and associated program and services costs.

### PUBLICATIONS:

Maine Unified Special Education Regulations Birth to Age Twenty and guidance documents, as well as, state and local educational agency performance indicator data as specified by IDEA.

**FINANCES, FISCAL YEAR 2014:** 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
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,133,561	25,450			1,108,111	
HEALTH BENEFITS	382,008	5,970			376,038	
RETIREMENTS	202,962	4,473			198,489	
OTHER FRINGE BENEFITS	22,519	368			22,151	
COMPUTER SERVICES	156,274	5,282			150,992	
CONTRACTUAL SERVICES	1,281,479	127,251			1,154,228	
RENTS	3,930	345			3,585	
COMMODITIES	16,621	1,051			15,570	
GRANTS, SUBSIDIES, PENSIONS	79,744,606	27,995,282			51,749,324	
TRANSFER TO OTHER FUNDS	177,035				177,035	
<b>TOTAL EXPENDITURES</b>	<b>83,120,995</b>	<b>28,165,472</b>			<b>54,955,523</b>	

## LEARNING THROUGH TECHNOLOGY TEAM SHERRY WYMAN, ACTING POLICY DIRECTOR

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*Established* 2009 *Telephone* (207) 624-6746  
*Reference* Policy Area 02 Umbrella 05 Unit 071K Citation *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 375 secondary schools, and professional development activities in support of over 11,000 secondary educators, administrators, and technology support specialists.



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The MSIN provides advanced broadband Internet connectivity to virtually all K-12 public and private schools in Maine through a cooperative effort of the Maine Department of Education, Maine State Library, Maine Office of Information 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 Revised 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 provides 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. 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. 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.

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 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 22 different AP course offerings.

## DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2014:** 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	478,299	478,299				
CONTRACTUAL SERVICES	207,803	207,803				
RENTS	133	133				
COMMODITIES	38,565	38,565				
GRANTS, SUBSIDIES, PENSIONS	566,954	423,293	143,661			
TRANSFER TO OTHER FUNDS	21,966,669	11,228,666	10,738,003			
<b>TOTAL EXPENDITURES</b>	<b>23,258,423</b>	<b>12,376,759</b>	<b>10,881,664</b>			

## TEACHER RETIREMENT SANDY MATHESON, EXECUTIVE DIRECTOR

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*Established* 1996 *Telephone* (207) 512-3100  
*Reference PolicyArea* 02 *Umbrella* 05 *Unit* 071T *Citation* T0020A *M.R.S.A., Sect.* 000000202

### PURPOSE:

Public Law 2013, chapter 368 changes the method for funding normal costs of teacher retirement. Beginning in fiscal year 2014, the normal cost of retirement for a teacher is reflected in the General Purpose Aid for Local Schools expenditures for School Finance and Operations Team Unit and included in the costs for the school administrative unit that employs the teacher. The remaining employer retirement cost component is the unfunded actuarial liability, which forms the expenditures for teacher retirement.

**FINANCES, FISCAL YEAR 2014:** 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	169,743,116	169,743,116				
<b>TOTAL EXPENDITURES</b>	<b>169,743,116</b>	<b>169,743,116</b>				

## EDUCATION UNORGANIZED TERRITORY SHELLEY LANE, DIR OF STATE SCHOOLS-EUT

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6891  
*Established* 1983 *Telephone* (207) 624-6892  
*Reference PolicyArea* 02 *Umbrella* 05 *Unit* 071U *Citation* T0020A *M.R.S.A., Sect.* Chap 119

### 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 988 pupils reside in the unorganized territory.

## DEPARTMENT OF EDUCATION

### 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.

### PROGRAM:

Education in the Unorganized Territory is responsible for the operation of three elementary schools with a total enrollment of approximately 101 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, 887 pupils are tuitioned to local school systems, with transportation provided through the operation of 23 buses and approximately nine contracted conveyances. In addition, the UT works collaboratively with 23 LEA(Local Education Agency) to coordinate bus routes to transport UT children to and from school. 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EDUCATION UNORGANIZED TERRITORY	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,481,475	1,313,523			167,952	
HEALTH BENEFITS	511,983	456,213			55,770	
RETIREMENTS	262,128	232,220			29,908	
OTHER FRINGE BENEFITS	26,650	23,516			3,134	
COMPUTER SERVICES	22,141	2,754			19,387	
CONTRACTUAL SERVICES	8,867,653	8,799,411			68,242	
RENTS	10,045	10,045				
COMMODITIES	114,306	97,738			16,568	
GRANTS, SUBSIDIES, PENSIONS	1,689	1,389	300			
EQUIPMENT	161,601	161,601				
TRANSFER TO OTHER FUNDS	21,097				21,097	
<b>TOTAL EXPENDITURES</b>	<b>11,480,768</b>	<b>11,098,410</b>	<b>300</b>		<b>382,058</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**PATRICIA AHO, COMMISSIONER**

WATS (800) 452-1942

*Central Office* AMHIRAY BLDG, AUGUSTA, ME 04330

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

*Established* 1972

*FAX* (207) 287-2814

*Telephone* (207) 287-2812

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

*Units:*

*BUREAU OF AIR QUALITY*

*BUREAU OF LAND AND WATER QUALITY*

*OFFICE OF THE COMMISSIONER*

*BUREAU OF REMEDIATION AND WASTE MANAGEMENT*

*BOARD OF ENVIRONMENTAL PROTECTION*

*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 2014:** 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	18,348,647	3,270,846	10,494,526		4,583,275	
HEALTH BENEFITS	6,385,128	1,190,757	3,602,878		1,591,493	
RETIREMENTS	3,483,069	588,724	2,050,454		843,891	
OTHER FRINGE BENEFITS	377,881	68,529	217,636		91,716	
COMPUTER SERVICES	1,037,561	271,663	706,263	5,000	54,635	
CONTRACTUAL SERVICES	12,917,918	606,305	9,471,983	7,348	2,391,138	441,144
RENTS	1,197,525	152,108	967,169	4,314	66,516	7,418
COMMODITIES	508,512	67,876	314,065	15,553	111,018	
GRANTS, SUBSIDIES, PENSIONS	10,065,617	83,405	3,208,251		1,192,338	5,581,623
BUILDING IMPROVEMENTS	53,891		53,891			
EQUIPMENT	209,591		101,988		107,603	
TRANSFER TO OTHER FUNDS	1,120,755		862,327	838	257,590	
<b>TOTAL EXPENDITURES</b>	<b>55,706,095</b>	<b>6,300,213</b>	<b>32,051,431</b>	<b>33,053</b>	<b>11,291,213</b>	<b>6,030,185</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	6,029,470		2,734,535		3,294,935	
HEALTH BENEFITS	2,136,557		987,549		1,149,008	
RETIREMENTS	1,097,430		500,313		597,117	
OTHER FRINGE BENEFITS	120,460		55,812		64,648	
COMPUTER SERVICES	89,763		38,857		50,906	
CONTRACTUAL SERVICES	1,405,178		884,889		520,289	
RENTS	177,386		119,276		58,110	
COMMODITIES	112,859		15,842		97,017	
GRANTS, SUBSIDIES, PENSIONS	2,115,401		1,328,257		787,144	
EQUIPMENT	180,658		96,255		84,403	
TRANSFER TO OTHER FUNDS	346,888		165,757		181,131	
<b>TOTAL EXPENDITURES</b>	<b>13,812,050</b>		<b>6,927,342</b>		<b>6,884,708</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

*FAX* (207) 287-7641

*Telephone* (207) 287-1932

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

### 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

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

compliance with state and federal air emission regulations, monitors ambient air 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 issue 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 education or formal enforcement actions, 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 pursue 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 2014:** 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	660,408	537,048			123,360	
HEALTH BENEFITS	241,018	209,118			31,900	
RETIREMENTS	124,689	101,186			23,503	
OTHER FRINGE BENEFITS	13,232	10,782			2,450	
COMPUTER SERVICES	5,300	300		5,000		
CONTRACTUAL SERVICES	62,671	28,604		7,348	26,719	
RENTS	13,485	9,171		4,314		
COMMODITIES	43,374	21,082		15,553	6,739	
GRANTS, SUBSIDIES, PENSIONS	227,644	405			227,239	
EQUIPMENT	23,200				23,200	
TRANSFER TO OTHER FUNDS	7,505			838	6,667	
<b>TOTAL EXPENDITURES</b>	<b>1,422,526</b>	<b>917,696</b>		<b>33,053</b>	<b>471,777</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

OFFICE OF THE COMMISSIONER

PATRICIA AHO, COMMISSIONER

Central Office AMHIRAY BLDG, AUGUSTA, ME 04330  
Mail Address 17 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX (207) 287-2814  
Established 2004 Telephone (207) 287-2812  
Reference PolicyArea 04 Umbrella 06 Unit 096F Citation T0038 M.R.S.A., Sect. 000000341

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 2014: 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
EXPENDITURES						
SALARIES & WAGES	1,495,594	259,933	1,235,661			
HEALTH BENEFITS	459,202	65,934	393,268			
RETIREMENTS	258,082	35,012	223,070			
OTHER FRINGE BENEFITS	35,918	5,643	30,275			
COMPUTER SERVICES	874,301	257,779	616,522			
CONTRACTUAL SERVICES	1,692,666	207,586	1,485,080			
RENTS	193,623	31,807	161,816			
COMMODITIES	70,138	5,311	64,827			
TRANSFER TO OTHER FUNDS	130,933		130,933			
TOTAL EXPENDITURES	5,210,457	869,005	4,341,452			

BOARD OF ENVIRONMENTAL PROTECTION

ROBERT FOLEY, CHAIR

CYNTHIA BERTOCCI, EXECUTIVE ANALYST

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Mail Address 17 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX (207) 287-2814  
Established 1972 Telephone (207) 287-2811  
Reference PolicyArea 04 Umbrella 06 Unit 101 Citation T0038 M.R.S.A., Sect. 000000341C

## 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 applications of statewide significance, 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 2014:** 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	122,679		122,679			
HEALTH BENEFITS	36,142		36,142			
RETIREMENTS	26,839		26,839			
OTHER FRINGE BENEFITS	1,481		1,481			
CONTRACTUAL SERVICES	22,526		22,526			
RENTS	5,978		5,978			
COMMODITIES	3,788		3,788			
TRANSFER TO OTHER FUNDS	4,806		4,806			
TOTAL EXPENDITURES	224,239		224,239			



DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF LAND AND WATER QUALITY**  
**MICK KUHN, DIRECTOR**

*Central Office* AMHIRAY 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   *FAX* (207) 287-7191  
*Telephone* (207) 287-2827  
*M.R.S.A., Sect.* 000001301

**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 2014:** 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	3,296,280	2,319,602	740,717		235,961	
HEALTH BENEFITS	1,163,094	845,792	233,119		84,183	
RETIREMENTS	602,041	424,978	131,288		45,775	
OTHER FRINGE BENEFITS	66,592	48,467	14,329		3,796	
COMPUTER SERVICES	12,865	12,715	150			
CONTRACTUAL SERVICES	355,169	313,184	36,278		5,707	
RENTS	115,270	111,130	4,140			
COMMODITIES	44,958	40,979	3,979			
GRANTS, SUBSIDIES, PENSIONS	6,289,075	83,000	446,498		177,954	5,581,623
TRANSFER TO OTHER FUNDS	47,812		36,152		11,660	
<b>TOTAL EXPENDITURES</b>	<b>11,993,156</b>	<b>4,199,847</b>	<b>1,646,650</b>		<b>565,036</b>	<b>5,581,623</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

*Established* 1980

*Reference* PolicyArea 04 Umbrella 06 Unit 096D Citation T0038

*FAX* (207) 287-7826

*Telephone* (207) 287-7890

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

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### **PURPOSE:**

The Bureau of Remediation and Waste Management administers Maine's oil, hazardous material, solid waste management and sustainability 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; 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; administration of mercury reduction, toxics use reduction and end of life product stewardship programs; and implementation of recycling and waste diversion 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 Fund Insurance Review Board, Oil Spill Advisory Committee and 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 and clandestine drug labs, 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, reviews applications for coverage 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.

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

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

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 2014:** 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	6,744,216	154,263	5,660,934		929,019	
HEALTH BENEFITS	2,349,114	69,913	1,952,799		326,402	
RETIREMENTS	1,373,988	27,547	1,168,945		177,496	
OTHER FRINGE BENEFITS	140,197	3,637	115,738		20,822	
COMPUTER SERVICES	55,332	869	50,734		3,729	
CONTRACTUAL SERVICES	9,379,711	56,932	7,043,211		1,838,424	441,144
RENTS	691,783		675,959		8,406	7,418
COMMODITIES	233,395	504	225,629		7,262	
GRANTS, SUBSIDIES, PENSIONS	1,433,495		1,433,495			
BUILDING IMPROVEMENTS	53,891		53,891			
EQUIPMENT	5,733		5,733			
TRANSFER TO OTHER FUNDS	582,810		524,679		58,131	
<b>TOTAL EXPENDITURES</b>	<b>23,043,665</b>	<b>313,665</b>	<b>18,911,747</b>		<b>3,369,691</b>	<b>448,562</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, to protect the public from incompetent and unauthorized persons, to ensure the highest degree of professional conduct on the part of underground oil storage tank installers and inspectors and to assure the availability of underground oil storage tank installations and inspections of high quality to persons in need of those services.

### 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 an underground tank installer or inspector;

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

one from the Maine Fire Chiefs Association; and two public members. The Department provides staff support to the Board.

### **PROGRAM:**

The Board offers initial and final examinations for applicants interested in becoming certified as underground storage tank installers or inspectors. Since the inception of the program in 1985, approximately 275 certificates for underground oil storage tank installers or inspectors and 122 apprentices have been granted. There are currently 78 certified underground storage tank installers and 54 underground storage tank inspectors in Maine. The Board also accredits continuing education for underground storage tank installers and inspectors. In the past fiscal year, the Department and Board conducted the annual underground storage tank installer and inspector training program for certified underground storage tank installers, inspectors and interested parties with 132 people attending (85 were certified underground tank installers or inspectors). The Board also reviewed and accredited various other programs offered by equipment manufacturers and trade associations. The third responsibility of the Board is taking disciplinary actions against underground storage tank installers or inspectors who violate statutes, and Board and Department rules. Two complaints were received in fiscal year 2014.

### **LICENSES:**

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

### **PUBLICATIONS:**

Annual Report to the Commissioner of Environmental Protection and Annual Report to the Department of the Secretary of State.

**FINANCES, FISCAL YEAR 2014:** 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

#### Units:

*GOVERNORS OFFICE OF COMMUNICATIONS*

*GOVERNORS SELECT COMMITTEE ON JUDICIAL*

*GOVERNORS ENERGY OFFICE*

*APPOINTMENTS*

*GOVERNORS BOARD ON EXECUTIVE CLEMENCY*

*(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 2014:** 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	2,931,211	2,131,598	749,797		49,816	
HEALTH BENEFITS	712,250	499,989	195,980		16,281	
RETIREMENTS	371,464	237,589	122,497		11,378	
OTHER FRINGE BENEFITS	104,435	78,862	24,495		1,078	
COMPUTER SERVICES	78,293	52,675	18,686		6,932	
CONTRACTUAL SERVICES	1,310,712	362,062	884,580		64,070	
RENTS	63,953	21,836	42,117			
COMMODITIES	92,976	72,703	15,614		4,659	
GRANTS, SUBSIDIES, PENSIONS	3,152,322	246,493			2,905,829	
TRANSFER TO OTHER FUNDS	22,873		22,873			
<b>TOTAL EXPENDITURES</b>	<b>8,840,489</b>	<b>3,703,807</b>	<b>2,076,639</b>		<b>3,060,043</b>	

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,131,598	2,131,598				
HEALTH BENEFITS	499,989	499,989				
RETIREMENTS	237,589	237,589				
OTHER FRINGE BENEFITS	78,862	78,862				
COMPUTER SERVICES	52,675	52,675				
CONTRACTUAL SERVICES	362,062	362,062				
RENTS	21,836	21,836				
COMMODITIES	72,703	72,703				
GRANTS, SUBSIDIES, PENSIONS	286,435	246,493			39,942	
TRANSFER TO OTHER FUNDS						
<b>TOTAL EXPENDITURES</b>	<b>3,743,749</b>	<b>3,703,807</b>			<b>39,942</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 PolicyArea* 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 2014:** 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

### 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### GOVERNOR'S ENERGY OFFICE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	139,289		89,473		49,816	
HEALTH BENEFITS	25,433		9,152		16,281	
RETIREMENTS	11,378				11,378	
OTHER FRINGE BENEFITS	8,352		7,274		1,078	
COMPUTER SERVICES	6,932				6,932	
CONTRACTUAL SERVICES	89,254		25,184		64,070	
COMMODITIES	4,659				4,659	
GRANTS, SUBSIDIES, PENSIONS	2,865,887				2,865,887	
<b>TOTAL EXPENDITURES</b>	<b>3,151,184</b>		<b>131,083</b>		<b>3,020,101</b>	



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.

**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, Maine Department of Corrections, Division of Adult Community Services, 111 State House Station, Augusta, Maine 04333-0111.

**FINANCES, FISCAL YEAR 2014:** 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 investigating, 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.

## EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### (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 PolicyArea* 00 *Umbrella* 07 *Unit* 413 *Citation* T0035A *M.R.S.A., Sect.* 000001701

#### **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 2014, the Office of Public Advocate completed its 33rd year of advocacy on behalf of utility customers before the Public Utilities Commission. During the past 33 years the Public Advocate has saved ratepayers more than \$547.5 million through its advocacy and negotiations.

#### **ORGANIZATION:**

In 1981, 35-A M.R.S.A., § 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 - September 15, 2014 (no charge)

Ratewatcher Telecom Guide, Volume 24, Fall 2013 (no charge)

# EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2014:** 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	660,324		660,324			
HEALTH BENEFITS	186,828		186,828			
RETIREMENTS	122,497		122,497			
OTHER FRINGE BENEFITS	17,221		17,221			
COMPUTER SERVICES	18,686		18,686			
CONTRACTUAL SERVICES	859,396		859,396			
RENTS	42,117		42,117			
COMMODITIES	15,614		15,614			
TRANSFER TO OTHER FUNDS	22,873		22,873			
<b>TOTAL EXPENDITURES</b>	1,945,556		1,945,556			

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

**MARY C. MAYHEW, COMMISSIONER**  
**SAMUEL ADOLPHSEN, 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  
*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 HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2014:** 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	97,384,451	49,510,724	25,933,463		21,940,264	
HEALTH BENEFITS	37,984,760	18,127,569	11,468,094		8,389,097	
RETIREMENTS	17,636,282	8,427,842	5,182,596		4,025,844	
OTHER FRINGE BENEFITS	1,964,351	929,892	576,373		458,086	
COMPUTER SERVICES	38,268,131	9,118,918	8,599,835		20,549,378	
CONTRACTUAL SERVICES	132,068,970	36,373,021	18,100,283		74,794,528	2,801,138
RENTS	10,252,912	5,842,375	3,303,220		1,107,317	
COMMODITIES	27,935,331	12,141,930	14,682,540		1,110,861	
GRANTS, SUBSIDIES, PENSIONS	3,132,565,924	667,723,889	525,081,520		1,934,876,606	4,883,909
EQUIPMENT	465,625	115,343	104,577		245,705	
TRANSFER TO OTHER FUNDS	7,292,921	378	2,509,882		4,782,661	
<b>TOTAL EXPENDITURES</b>	<b>3,503,819,658</b>	<b>808,311,881</b>	<b>615,542,383</b>		<b>2,072,280,347</b>	<b>7,685,047</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	1,025,727	606,238	419,489			
HEALTH BENEFITS	400,723	233,089	167,634			
RETIREMENTS	192,546	117,600	74,946			
OTHER FRINGE BENEFITS	20,869	12,343	8,526			
COMPUTER SERVICES	74,182	54,850	19,332			
CONTRACTUAL SERVICES	1,169,078	1,141,172	27,906			
RENTS	75,644	75,238	406			
COMMODITIES	20,163	18,945	1,218			
GRANTS, SUBSIDIES, PENSIONS	3,349,845	3,349,764	81			
TRANSFER TO OTHER FUNDS	26,501	5	26,496			
<b>TOTAL EXPENDITURES</b>	<b>6,355,278</b>	<b>5,609,244</b>	<b>746,034</b>			

## OFFICE OF CHILD AND FAMILY SERVICES

**RICKER HAMILTON, ACTING DIRECTOR**  
**GRACE BRACE, DEPUTY 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

### PURPOSE:

The Office of Child and Family Services (OCFS) seeks to protect Maine's vulnerable children and youth by promoting a community-based system of care that fosters health, well-being, resilience and recovery. OCFS maintains a coordinated focus on preventing abuse and repeat maltreatment, limiting the trauma of out of home experiences and entering adulthood unprepared, and assuring consistent and quality service delivery for children, youth, and families. To achieve its goals, OCFS deploys caseworkers, investigators, parent partners, adoption specialists, behavioral health specialists, and early childhood professionals in eight district offices statewide.

### ORGANIZATION:

Established in 2005 and reorganized in 2012, OCFS administers and monitors both direct and community-based services throughout the state. OCFS is structured as eight district offices reporting to a central administrative office, which houses five program units. Organized by function, each unit has an associate director and team leaders or program administrators. This Office has 662 positions and an annual operating budget of \$206 million.

### PROGRAM:

Policy and Prevention - Angie Bellefleur, Associate Director: This unit provides

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

direct family support services through child care, improves policy through public and private stakeholder input and training, and manages the child protective intake unit that determines the need for Department intervention to assure the safety and well-being of children. The services in this unit seek to reduce risk and the effects of adverse childhood experiences (such as neglect, trauma, or exposure to violence) by partnering with community and state organizations to develop or increase protective factors including: health; health, education and safety promotion, parenting education, social connections and family supports.

Community Partnerships - Christa Elwell, Associate Director: This team is responsible for the Office strategic planning and implementation of community-based services. It leads the budgeting, allocation, and contracting of family support and self-sufficiency resources using state and federal funding.

Intervention and Coordination of Care - Mark Dalton, Associate Director, Teresa Barrows, Behavioral Health Director: This unit is responsible for the shared operation and management of child welfare programs and behavioral health services. The intervention services within the child welfare and children's behavioral health unit include child protection, crisis services, clinical practices and supervision, foster care, family reunification, and adoption services. It employs best practices to improve the coordination of care for children who are at risk of or have experienced neglect or maltreatment.

Accountability and Information Services - Robert Blanchard, Associate Director: Responsible for managing and directing the OCFS quality assurance and quality improvement programs, this unit is the primary liaison regarding federal regulations impacting OCFS financial and practice matters. It administers the Title IV-E program, OCFS proprietary computer systems, and the Maine automated child welfare information system.

Director of Clinical Policies and Practice - Dr. Lindsey Tweed, Medical Director: This unit monitors and approves 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 2013-2014:

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 Resource and Referral Packets  
Child and Adult Care Food Program Sponsorship list  
Community Services and Social Services Block Grant Annual Reports  
State Plan for Independent Living Initiatives

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHILD AND FAMILY SERVICES	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,709,282	2,077,354	1,234,612		397,316	
HEALTH BENEFITS	1,493,191	796,354	475,625		221,212	
RETIREMENTS	700,418	383,272	228,533		88,613	
OTHER FRINGE BENEFITS	76,309	41,736	24,952		9,621	
COMPUTER SERVICES	712,950	483,079	253,571		-23,700	
CONTRACTUAL SERVICES	4,536,060	2,626,982	-180,513		2,089,591	
RENTS	470,803	220,836	129,735		120,232	
COMMODITIES	222,684	188,230	19,021		15,433	
GRANTS, SUBSIDIES, PENSIONS	104,150,741	66,519,929	3,289,683		34,341,129	
TRANSFER TO OTHER FUNDS	108,671		46,534		62,137	
<b>TOTAL EXPENDITURES</b>	<b>116,181,109</b>	<b>73,337,772</b>	<b>5,521,753</b>		<b>37,321,584</b>	

## 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) 287-4631

*Established* 1937 *Telephone* (207) 287-4624

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

### 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, oral health 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, direct funding of services to community-based partners and public health nursing services. 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 and heart disease). 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.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF POPULATION HEALTH (HUMAN SERVICES)	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,332,117				1,332,117	
HEALTH BENEFITS	426,869				426,869	
RETIREMENTS	243,658				243,658	
OTHER FRINGE BENEFITS	27,484				27,484	
COMPUTER SERVICES	4,299				4,299	
CONTRACTUAL SERVICES	895,397				895,397	
RENTS	17,435				17,435	
COMMODITIES	2,194				2,194	
GRANTS, SUBSIDIES, PENSIONS	7,637,394				7,637,394	
TRANSFER TO OTHER FUNDS	108,622				108,622	
<b>TOTAL EXPENDITURES</b>	<b>10,695,469</b>				<b>10,695,469</b>	

## DATA, RESEARCH AND VITAL STATISTICS

### JAMES MARKIEWICZ, 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) 287-8104

*Reference* PolicyArea 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. The programs are the Health and Environmental Testing Laboratory; Public Health Emergency Preparedness; Performance Improvement; Data, Research and Vital Statistics and District Public Health. 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)  
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)  
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)

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



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

health emergency events.

### Performance Improvement

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.

### District Public Health

The Public Health District Liaisons work within and across Maine's public health districts to strengthen and improve delivery and accountability of public health services at local and district levels (22 MRS §412).

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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.*

### 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 had an operating budget of \$9.9 million for fiscal year 2014 and employs 64 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 2014:** 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	2,433,038				2,433,038	
HEALTH BENEFITS	891,728				891,728	
RETIREMENTS	436,366				436,366	
OTHER FRINGE BENEFITS	59,582				59,582	
COMPUTER SERVICES	97,118				97,118	
CONTRACTUAL SERVICES	1,881,611				1,881,611	
RENTS	274,541				274,541	
COMMODITIES	14,547				14,547	
GRANTS, SUBSIDIES, PENSIONS	2,099,942				2,099,942	
TRANSFER TO OTHER FUNDS	224,228				224,228	
<b>TOTAL EXPENDITURES</b>	<b>8,412,701</b>				<b>8,412,701</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**DIVISION OF INFECTIOUS DISEASE (HUMAN SERVICES)**  
**LORI WOLANSKI, DIRECTOR**

*WATS* (800) 821-5821

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011      *FAX* (207) 287-6865  
*Established* 1972      *Telephone* (207) 287-6448  
*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 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 AIDS Drug Assistance program (ADAP) as the payer of last resort for low income Mainers 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

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF INFECTIOUS DISEASE (HUMAN SERVICES)	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	215,805		215,805			
<b>TOTAL EXPENDITURES</b>	215,805		215,805			

## OFFICE FOR FAMILY INDEPENDENCE

**BETHANY HAMM, 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) 624-4103

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144B *Citation* T0022 *M.R.S.A., Sect.* 000003101

### 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.

### 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 61.55 percent (benefits) and 50 percent (administration).

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

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.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE FOR FAMILY INDEPENDENCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,940,065	3,983,159	2,823,762		7,133,144	
HEALTH BENEFITS	5,634,701	1,539,329	1,162,347		2,933,025	
RETIREMENTS	2,502,981	715,355	509,115		1,278,511	
OTHER FRINGE BENEFITS	276,526	76,756	54,634		145,136	
COMPUTER SERVICES	11,419,856	3,077,563	6,372,654		1,969,639	
CONTRACTUAL SERVICES	14,162,267	5,430,646	2,910,810		5,820,811	
RENTS	16,808	3,403	7,372		6,033	
COMMODITIES	332,430	86,835	124,425		121,170	
GRANTS, SUBSIDIES, PENSIONS	198,607,999	59,603,975	87,107,563		51,896,461	
EQUIPMENT	147,578				147,578	
TRANSFER TO OTHER FUNDS	1,229,262	38	514,329		714,895	
<b>TOTAL EXPENDITURES</b>	<b>248,270,473</b>	<b>74,517,059</b>	<b>101,587,011</b>		<b>72,166,403</b>	

## MAINE CENTER FOR DISEASE CONTROL AND PREVENTION

**DR. SHEILA PINETTE, DIRECTOR**  
**CHRISTINE ZUKAS, DEPUTY DIRECTOR**

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*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-9058

*Established* 1935

*Telephone* (207) 287-8016

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144A *Citation* T0022 *M.R.S.A., Sect.* 000000251

### 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 five program areas: Environmental Health; Public Health Systems; Infectious Disease; Population Health and Health Equity.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### 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, early childhood systems. The Office includes Women, Infants and Children (WIC) and Rural Health and Primary Care which are described further below.

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 2014:** 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 FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	13,871,725	3,473,536	3,785,349		6,612,840	
HEALTH BENEFITS	4,887,723	1,110,527	1,385,269		2,391,927	
RETIREMENTS	2,522,680	615,614	685,268		1,221,798	
OTHER FRINGE BENEFITS	274,249	64,128	73,773		136,348	
COMPUTER SERVICES	4,425,614	720,777	595,810		3,109,027	
CONTRACTUAL SERVICES	21,110,198	666,776	7,314,390		10,327,894	2,801,138
RENTS	1,223,595	308,434	265,023		650,138	
COMMODITIES	16,169,029	1,014,238	14,244,404		910,387	
GRANTS, SUBSIDIES, PENSIONS	36,961,351	1,624,533	6,907,002		23,545,907	4,883,909
EQUIPMENT	64,023		54,728		9,295	
TRANSFER TO OTHER FUNDS	1,305,792		368,392		937,400	
<b>TOTAL EXPENDITURES</b>	<b>102,815,979</b>	<b>9,598,563</b>	<b>35,679,408</b>		<b>49,852,961</b>	<b>7,685,047</b>

## DIVISION OF ENVIRONMENTAL HEALTH (HUMAN SERVICES)

### NANCY BEARDSLEY, DIRECTOR

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*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-4172

*Established* 1917 *Telephone* (207) 287-5674

*Reference* PolicyArea 05 *Umbrella* 10 *Unit* 144E *Citation* T0022 *M.R.S.A., Sect.* 000002491

### PURPOSE:

The Division of Environmental Health exists to protect and promote the health of Maine's population by: ensuring the safety of public drinking water and food and the proper disposal of subsurface wastewater; the proper storage, handling and preparation of food; licensing and inspecting sources of radiation and overseeing the storage of high-level nuclear waste; minimizing exposures to toxic substances such as lead, radon and mercury; identifying health problems which may be related

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

to environmental or occupational factors; advising State agencies regarding potential health implications of their actions; and providing the public with information on preventive and corrective actions in the area of environmental health.

### **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 State's population. The program regulates 1,900 public water systems. It also provides grants and low interest loans to eligible systems for infrastructure improvements through the Drinking Water State Revolving Loan Fund.

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 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 and spas; campgrounds; youth camps; sports camps; mass gatherings/large festivals; lodging places; and body artists, including body piercing, tattooing, micro-pigmentation; and electrology.

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.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2014:** 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	201,405		201,405			
HEALTH BENEFITS	68,361		68,361			
RETIREMENTS	35,932		35,932			
OTHER FRINGE BENEFITS	2,678		2,678			
COMPUTER SERVICES	6,981		6,981			
CONTRACTUAL SERVICES	18,313		18,313			
RENTS	28,660		28,660			
COMMODITIES	1,075		1,075			
GRANTS, SUBSIDIES, PENSIONS	1,500		1,500			
TRANSFER TO OTHER FUNDS	13,383		13,383			
<b>TOTAL EXPENDITURES</b>	<b>378,288</b>		<b>378,288</b>			

## FINANCE

### ALEXANDER PORTEOUS, DEPUTY COMMISSIONER

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

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3005

*Established* 1975

*Telephone* (207) 287-5159

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144M *Citation* T0022 *M.R.S.A., Sect.* 000000003

#### 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, management and implementation, as well as forecasting and process improvement to align activities with department

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

strategy and policies. They track expenditures and forecast future cash, allotment, and contractual obligations, while also reporting budgeted and actual expenses to executive leadership, program managers, the Legislature and others. Through this work, they also provide financial analysis and reporting 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 (DAFS) 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.

**FINANCES, FISCAL YEAR 2014:** 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	6,451,054	3,642,324	2,707,223		101,507	
HEALTH BENEFITS	2,158,112	1,215,634	912,259		30,219	
RETIREMENTS	1,199,429	676,659	501,150		21,620	
OTHER FRINGE BENEFITS	133,247	75,395	55,612		2,240	
COMPUTER SERVICES	509,501	291,833	188,148		29,520	
CONTRACTUAL SERVICES	12,197,028	6,392,325	5,142,620		662,083	
RENTS	110,553	69,955	40,527		71	
COMMODITIES	69,723	41,284	27,753		686	
GRANTS, SUBSIDIES, PENSIONS	2,374,428	1,146,162			1,228,266	
TRANSFER TO OTHER FUNDS	358,209		352,652		5,557	
<b>TOTAL EXPENDITURES</b>	<b>25,561,284</b>	<b>13,551,571</b>	<b>9,927,944</b>		<b>2,081,769</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 PolicyArea* 05 *Umbrella* 10 *Unit* 144D *Citation* T0022 *M.R.S.A., Sect.* 000003470

#### PURPOSE:

The Office of MaineCare Services (OMS) administers the Department's Medicaid services in compliance with federal and state Laws. The office manages these programs to assure they operate according to federal policy and with the Department's goals and mandates. OMS works to ensure accountability of the services delivered focused on the effective and efficiencies of the service.

#### ORGANIZATION:

The office contains the following divisions:

Operations, including:

The Claims Unit processes non-pharmacy claims for reimbursement. Claims examiners manually review and troubleshoot claims if MIHMS cannot adjudicate automatically.

The Adjustment Unit works with providers to process adjustments in response to a provider's request for review related to overpayment or underpayment of claims.

Third Party Liability, which includes Estate Recovery, Casualty Recovery and Pay



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

and Chase activities, secures reimbursement from liable third party payers or MaineCare recipients when MaineCare enrollees or their family members have other insurance coverage, are injured in an accident, or have assets that should be used to pay down expenses reimbursed by MaineCare.

The Pharmacy Unit manages the Pharmacy Help Desk, assisting members with Medicare Part D enrollment, maintains the Preferred Drug List (PDL), and oversees MaineCare's Drug Rebate program

The Policy Division develops rules and regulations, defines the scope of coverage, maintains the Medicaid State 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 Centers for Medicare and Medicaid Services (CMS).

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.

Strategic Initiatives focuses the value-based purchasing strategy, consisting of a set of inter-related reform efforts designed to drive better care and increased accountability. This includes Emergency Department (ED) Care Collaborative; Health Homes, and Accountable Communities.

The ED Care Management Collaborative began as a pilot project with MaineGeneral Medical Center in 2010 and was expanded in 2011 to all hospital EDs in the state, maintaining the original goal of decreased ED utilization by high utilizer members and improved health outcomes for high needs, high utilizers of the ED through statewide care management.

The Health Homes initiative coordinates the total care of the individual through a primary care centered approach. Stage A began in 2013 targeting individuals who have two or more chronic conditions, or are diagnosed with one and are at risk of another. It includes 170 primary care practices and 10 Community Care Teams, covering over 50,000 MaineCare members. Stage B began in April 2014, targeting individuals with Serious and Persistent Mental Illness (SPMI) and children with Serious Emotional Disturbance (SED). Currently involved are 25 organizations with over 70 locations around the state, and the initial enrollment included approximately 2,000 members.

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 initiative began on August 1, 2014 involving five lead entities from the health care community, covering approximately 29,000 members.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MAINECARE SERVICES	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	10,680,677	4,093,889	3,080,117		3,506,671	
HEALTH BENEFITS	3,939,971	1,527,452	1,060,845		1,351,674	
RETIREMENTS	1,975,453	757,275	563,192		654,986	
OTHER FRINGE BENEFITS	208,743	79,702	60,242		68,799	
COMPUTER SERVICES	18,147,952	2,673,011	126,999		15,347,942	
CONTRACTUAL SERVICES	70,256,566	16,347,920	1,029,934		52,878,712	
RENTS	312,883	172,107	101,909		38,867	
COMMODITIES	10,410,072	10,341,348	24,999		43,725	
GRANTS, SUBSIDIES, PENSIONS	2,762,801,787	530,176,125	427,556,450		1,805,069,212	
EQUIPMENT	138,682		49,849		88,833	
TRANSFER TO OTHER FUNDS	2,908,784	18	212,527		2,696,239	
<b>TOTAL EXPENDITURES</b>	<b>2,881,781,570</b>	<b>566,168,847</b>	<b>433,867,063</b>		<b>1,881,745,660</b>	

DEPARTMENT OF HEALTH AND HUMAN 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* 2012 *Telephone* (207) 287-6642  
*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144G *Citation* M.R.S.A., Sect.

**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 HEALTH AND HUMAN 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 2014:** 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	4,127,520	3,704,308			423,212	
HEALTH BENEFITS	1,535,342	1,392,956			142,386	
RETIREMENTS	766,130	685,913			80,217	
OTHER FRINGE BENEFITS	78,837	69,969			8,868	
COMPUTER SERVICES	281,974	259,421	7,020		15,533	
CONTRACTUAL SERVICES	898,428	600,747	59,251		238,430	
RENTS	163,774	163,653	121			
COMMODITIES	32,029	29,309			2,720	
GRANTS, SUBSIDIES, PENSIONS	14,360,002	5,301,706			9,058,296	
TRANSFER TO OTHER FUNDS	36,009		2,445		33,564	
<b>TOTAL EXPENDITURES</b>	<b>22,280,045</b>	<b>12,207,982</b>	<b>68,837</b>		<b>10,003,226</b>	

## MAINE PUBLIC DRINKING WATER COMMISSION

### JEFF LACASSE, CHAIRPERSON

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

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

*Established* 1993

*Telephone* (207) 287-2070

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 560 *Citation* T0022 *M.R.S.A., Sect.* 00002660C

### PURPOSE:

The Maine Public Drinking Water Commission serves as an advisory board to the Maine CDC Drinking Water Program. The Commission evaluates 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

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### PUBLICATIONS:

Annual report to the Department of Health and Human Services Commissioner.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC DRINKING WATER 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	265,914		265,914			
HEALTH BENEFITS	103,722		103,722			
RETIREMENTS	47,438		47,438			
OTHER FRINGE BENEFITS	5,426		5,426			
COMPUTER SERVICES	16,851		16,851			
CONTRACTUAL SERVICES	59,961		59,961			
RENTS	29,972		29,972			
COMMODITIES	4,635		4,635			
GRANTS, SUBSIDIES, PENSIONS	574		574			
TRANSFER TO OTHER FUNDS	13,831		13,831			
<b>TOTAL EXPENDITURES</b>	<b>548,324</b>		<b>548,324</b>			

## 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 PolicyArea* 05 *Umbrella* 10 *Unit* 144R *Citation* T0022 *M.R.S.A., Sect.* 000000003

### 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 74.5 positions which include Business Services Managers, Office Managers, Reception and Switchboard Operators, and clerical staff in the 16 district offices.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISTRICT OPERATIONS	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	39,345,927	27,929,916	11,415,591		420	
HEALTH BENEFITS	16,444,321	10,312,229	6,132,034		58	
RETIREMENTS	7,013,252	4,476,156	2,537,021		75	
OTHER FRINGE BENEFITS	800,401	509,862	290,530		9	
COMPUTER SERVICES	2,570,853	1,558,383	1,012,470			
CONTRACTUAL SERVICES	4,884,064	3,166,454	1,717,610			
RENTS	7,528,245	4,828,750	2,699,495			
COMMODITIES	656,751	421,741	235,010			
GRANTS, SUBSIDIES, PENSIONS	4,556	1,695	2,861			
EQUIPMENT	115,343	115,343				
TRANSFER TO OTHER FUNDS	959,629	317	959,291		21	
<b>TOTAL EXPENDITURES</b>	<b>80,323,342</b>	<b>53,320,846</b>	<b>27,001,913</b>		<b>583</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 PolicyArea* 04 *Umbrella* 09 *Unit* 137 *Citation* T0012 *M.R.S.A., Sect.* 000010051

**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 public 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	14,006,230	9,711,337	896,534		3,398,359	
HEALTH BENEFITS	5,482,880	3,787,312	367,208		1,328,360	
RETIREMENTS	3,048,517	2,220,673	189,954		637,890	
OTHER FRINGE BENEFITS	318,229	234,342	18,546		65,341	
COMPUTER SERVICES	872,101	801,990	60,153		9,958	
CONTRACTUAL SERVICES	5,973,349	3,642,909	1,171,127		1,159,313	
RENTS	2,369,147	1,799,298	176,975		392,874	
COMMODITIES	1,820,337	969,935	459,456		390,946	
GRANTS, SUBSIDIES, PENSIONS	1,667,340	15,064	529,689		1,122,587	
PURCHASE OF LAND	862,660	4,500	260,600		597,560	
BUILDING IMPROVEMENTS	77,743	9,669	68,074			
EQUIPMENT	545,164	121,465	118,040		305,659	
TRANSFER TO OTHER FUNDS	316,603	452	186,225		129,926	
<b>TOTAL EXPENDITURES</b>	<b>37,360,300</b>	<b>23,318,946</b>	<b>4,502,581</b>		<b>9,538,773</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	344,520	248,042	96,478			
HEALTH BENEFITS	90,749	51,104	39,645			
RETIREMENTS	67,539	45,594	21,945			
OTHER FRINGE BENEFITS	5,069	3,071	1,998			
COMPUTER SERVICES	711,639	711,639				
CONTRACTUAL SERVICES	1,100,627	1,050,884	49,743			
RENTS	5,024	5,024				
COMMODITIES	25,209	8,799	16,410			
TRANSFER TO OTHER FUNDS	58,995	452	58,543			
<b>TOTAL EXPENDITURES</b>	<b>2,409,371</b>	<b>2,124,609</b>	<b>284,762</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

## 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF LICENSING AND REGISTRATION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	735,435	730,331	5,104			
HEALTH BENEFITS	322,130	319,799	2,331			
RETIREMENTS	138,054	136,743	1,311			
OTHER FRINGE BENEFITS	15,068	14,964	104			
COMPUTER SERVICES	113,626	73,409	40,217			
CONTRACTUAL SERVICES	1,202,879	739,838	462,760		281	
RENTS	337,410	330,712	6,698			
COMMODITIES	412,089	165,691	246,398			
GRANTS, SUBSIDIES, PENSIONS	19,419		19,419			
PURCHASE OF LAND	4,500	4,500				
BUILDING IMPROVEMENTS	9,669	9,669				
EQUIPMENT	8,935	8,935				
TRANSFER TO OTHER FUNDS	3,956		3,955			1
<b>TOTAL EXPENDITURES</b>	<b>3,323,170</b>	<b>2,534,591</b>	<b>788,297</b>		<b>282</b>	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**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 *Telephone* (207) 287-5202  
*Reference Policy Area* 04 *Umbrella* 09 *Unit* 140 *Citation* T0012 *M.R.S.A., Sect.* 000010151

**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.

**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 non-voting 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 eight (8) times during fiscal year 2014.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF ENGINEERING**

**ANDREA ERSKINE, DEPUTY COMMISSIONER  
VACANT , 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) 287-5202  
*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



## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 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 2014:** 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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

Sea Kayaking  
Tidewater Fish  
Recreation/Sea Kayaking  
Fish/Tidewater

### **LICENSES:**

Master Guides License  
Hunting Guides License  
Fishing Guides License  
Recreational Guides License  
Tidewater Guides License  
Sea Kayaking Guides License

**FINANCES, FISCAL YEAR 2014:** 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE OUTDOOR HERITAGE FUND BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	67,737		67,737			
COMMODITIES	10,021		10,021			
GRANTS, SUBSIDIES, PENSIONS	328,270		328,270			
TRANSFER TO OTHER FUNDS	2,885		2,885			
<b>TOTAL EXPENDITURES</b>	<b>408,913</b>		<b>408,913</b>			

## DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W) BONNIE HOLDING, 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

### 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 110,000 visitors last year. A variety of wildlife and conservation school programs and tours are offered at the Park, reaching well over 4,000 Maine school children annually. Teacher workshops

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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.

### PUBLICATIONS:

Maine Wildlife Park calendars and brochures  
 Swan Island brochures  
 Warm water and cold water fish ID cards  
 Animal track cards  
 Coloring posters  
 Warm water and cold water fish posters  
 Animal track posters  
 Mammal posters  
 Hunt/Fish maps and series of six brochures  
 Fishing Opportunities of Maine  
 Go Fish MDI  
 Outdoor Partners brochure  
 Avoiding Bear Conflicts brochure  
 Fishes of Maine book  
 The Maine Way cookbook

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PUBLIC INFORMATION AND EDUCATION (IF&W)	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	628,575	339,040	167,143		122,392	
HEALTH BENEFITS	235,851	122,530	77,741		35,580	
RETIREMENTS	102,693	51,768	29,459		21,466	
OTHER FRINGE BENEFITS	13,766	8,831	2,114		2,821	
COMPUTER SERVICES	909	85	824			
CONTRACTUAL SERVICES	449,852	195,473	132,274		122,105	
RENTS	48,084	23,652	18,282		6,150	
COMMODITIES	142,202	32,112	55,115		54,975	
GRANTS, SUBSIDIES, PENSIONS	123,655		123,655			
BUILDING IMPROVEMENTS	68,074		68,074			
TRANSFER TO OTHER FUNDS	104,651		94,731		9,920	
<b>TOTAL EXPENDITURES</b>	<b>1,918,312</b>	<b>773,491</b>	<b>769,412</b>		<b>375,409</b>	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**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

**PURPOSE:**

The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

**ORGANIZATION:**

The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife  
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.

Resource Assessment - 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 - 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 areas.

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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT (IF&W)	<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	5,462,274	2,191,296	310,783		2,960,195	
HEALTH BENEFITS	2,206,057	912,748	117,084		1,176,225	
RETIREMENTS	981,900	391,815	55,362		534,723	
OTHER FRINGE BENEFITS	103,719	43,115	6,089		54,515	
COMPUTER SERVICES	29,952	15,594	5,447		8,911	
CONTRACTUAL SERVICES	1,828,524	646,501	372,337		809,686	
RENTS	430,454	86,036	27,981		316,437	
COMMODITIES	810,817	502,470	80,371		227,976	
GRANTS, SUBSIDIES, PENSIONS	1,139,490	15,064	2,218		1,122,208	
PURCHASE OF LAND	858,160		260,600		597,560	
EQUIPMENT	250,855	112,530	39,680		98,645	
TRANSFER TO OTHER FUNDS	130,198		17,978		112,220	
<b>TOTAL EXPENDITURES</b>	<b>14,232,400</b>	<b>4,917,169</b>	<b>1,295,930</b>		<b>8,019,301</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 PolicyArea* 04   *Umbrella* 09   *Unit* 218   *Citation* T0012   *M.R.S.A., Sect.* 000010054

### 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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 2014, the Maine Warden Service responded to 23,459 complaints on matters of conservation law enforcement, search and rescue, and Inland Fisheries and Wildlife rules and regulations. During 2014, 4,605 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 2014 Game Wardens drove 2,896,575 miles.

**Search and Rescue:** During 2014, the Maine Warden Service responded to 381 searches for persons lost in the fields and forests of Maine or presumed to be drowned on the inland waters of the State.

**Data Collection:** During 2014, 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)  
Bel permit for licensed trappers (20 lbs. of eels)  
Permit to stock rabbit

**FINANCES, FISCAL YEAR 2014:** 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	6,835,425	6,202,627	317,026		315,772	
HEALTH BENEFITS	2,628,091	2,381,131	130,406		116,554	
RETIREMENTS	1,758,333	1,594,754	81,877		81,702	
OTHER FRINGE BENEFITS	180,609	164,361	8,242		8,006	
COMPUTER SERVICES	15,974	1,262	13,665		1,047	
CONTRACTUAL SERVICES	1,323,730	1,010,213	86,276		227,241	
RENTS	1,548,174	1,353,874	124,013		70,287	
COMMODITIES	419,999	260,863	51,141		107,995	
GRANTS, SUBSIDIES, PENSIONS	56,506		56,127		379	
EQUIPMENT	285,374		78,360		207,014	
TRANSFER TO OTHER FUNDS	15,918		8,134		7,784	
<b>TOTAL EXPENDITURES</b>	<b>15,068,133</b>	<b>12,969,085</b>	<b>955,267</b>		<b>1,143,781</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

**Units:**

*ADMINISTRATIVE OFFICE OF THE COURTS*

*COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY*

*BOARD OF BAR EXAMINERS*

*BOARD OF OVERSEERS OF THE BAR*

*COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE*

*SUPERIOR COURT*

*DISTRICT COURT FOR THE STATE OF MAINE*

*SUPREME JUDICIAL COURT*

**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 2014:** 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	25,281,551	23,546,131	534,552		1,200,868	
HEALTH BENEFITS	8,722,539	8,170,554	195,228		356,757	
RETIREMENTS	4,089,164	3,812,281	90,405		186,478	
OTHER FRINGE BENEFITS	564,113	528,326	14,042		21,745	
COMPUTER SERVICES	1,959,995	1,729,528	118,968		111,499	
CONTRACTUAL SERVICES	13,370,675	11,662,497	1,185,701		522,477	
RENTS	2,005,669	2,003,302			2,367	
COMMODITIES	1,288,324	1,069,008	87,788		131,528	
GRANTS, SUBSIDIES, PENSIONS	1,428,838	25,015	1,403,823			
BUILDING IMPROVEMENTS	159,645		159,645			
EQUIPMENT	312,879	192,141	120,738			
INTEREST-DEBT RETIREMENT	9,202,339	9,202,339				
TRANSFER TO OTHER FUNDS	81,196	-211,409	27,275		265,330	
<b>TOTAL EXPENDITURES</b>	<b>68,466,927</b>	<b>61,729,713</b>	<b>3,938,165</b>		<b>2,799,049</b>	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	25,281,551	23,546,131	534,552		1,200,868	
HEALTH BENEFITS	8,722,539	8,170,554	195,228		356,757	
RETIREMENTS	4,089,164	3,812,281	90,405		186,478	
OTHER FRINGE BENEFITS	564,113	528,326	14,042		21,745	
COMPUTER SERVICES	1,959,995	1,729,528	118,968		111,499	
CONTRACTUAL SERVICES	13,370,675	11,662,497	1,185,701		522,477	
RENTS	2,005,669	2,003,302			2,367	
COMMODITIES	1,288,324	1,069,008	87,788		131,528	
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<b>TOTAL EXPENDITURES</b>	<b>68,466,927</b>	<b>61,729,713</b>	<b>3,938,165</b>		<b>2,799,049</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 PolicyArea* 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

## JUDICIAL DEPARTMENT

clerks' offices; develop and implement educational and training programs for nonjudicial personnel; plan and implement arrangements for court security; report 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF BAR EXAMINERS

**JENNIFER A. ARCHER, 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 PolicyArea* 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

## JUDICIAL DEPARTMENT

conducts. Five members of said Board shall constitute a quorum for the transaction of business.

### PROGRAM:

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of foreign law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination and
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of the other jurisdictions in bar examination matters.

### LICENSES:

Certificate:

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 2014:** 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 *M.R.S.A., Sect.* 000000018B

*FAX* (207) 822-0781

*Telephone* (207) 822-0721

### PURPOSE:

The purpose and objective of the Court Alternative Dispute Resolution Service (CADRES) is to provide an administrative structure for court-connected Alternative Dispute Resolution (ADR) services in Maine Courts.

### 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 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

## JUDICIAL DEPARTMENT

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 2014:** 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

*Telephone* (207) 287-6950

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 279 *Citation* T0004 *M.R.S.A., Sect.* 000000151

### **PURPOSE:**

The purpose of the District Court is to serve as a court of general jurisdiction in law and equity for the State, excluding jury trials.

### **ORGANIZATION:**

The District Court was originally created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court's jurisdiction has expanded 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; however, the Judicial Branch has developed a Unified Criminal Docket (UCD) process for all criminal misdemeanor and felony matters, which is expected to be fully implemented Statewide by July 1, 2015. Responsibility for criminal matters in the UCD is shared by justices of the Superior Court, and judges of the District Court.

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 \$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

## JUDICIAL DEPARTMENT

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

**ROBERT MOYER, CHAIRMAN**  
**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 PolicyArea* 06 *Umbrella* 40 *Unit* 276J *Citation* J1978

*FAX*

*Telephone* (207) 780-4364

*M.R.S.A., Sect.* SJ-00109

### PURPOSE:

The Committee on Judicial Responsibility and Disability was created by the Supreme Judicial Court by court order in 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, as set forth in the Code and the Court's order.

### ORGANIZATION:

The Committee on Judicial Responsibility consists of seven members appointed by the Supreme Judicial Court. One member is either an active or active retired justice of the Superior Court, 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

## JUDICIAL DEPARTMENT

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 2014:** 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

### **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.

## JUDICIAL DEPARTMENT

### **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 2014:** 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. 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. Since its creation, the Superior Court has had exclusive jurisdiction over all felony-level criminal proceedings; however, the Judicial Branch has developed a Unified Criminal Docket (UCD) process for all criminal misdemeanor and felony matters, which is expected to be fully implemented Statewide by July 1, 2015. Responsibility for criminal matters in the UCD is shared by justices of the Superior Court and judges of the District Court.

### **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 Post-Conviction Review matters, 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

## JUDICIAL DEPARTMENT

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 2014:** 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 PolicyArea* 06 *Umbrella* 40 *Unit* 276 *Citation* T0004

*FAX*

*Telephone* (207) 822-4146

*M.R.S.A., Sect.* 000000001

#### PURPOSE:

The purpose of the Supreme Judicial Court sitting as the Law Court is to serve as the final appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations, and orders governing the administration of the Judicial Department.

#### ORGANIZATION:

The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. As of January 1, 2001, the Law Court hears appeals of civil and criminal cases from District and Superior Courts; appeals from all final judgments, orders and decrees of the Probate Court; appeals of decisions of the Public Utilities Commission and the Workers Compensation Board. A justice of the Supreme Judicial Court may be assigned by the Chief Justice to sit in the Superior Court or the District Court to hear cases of any type, including post-conviction matters and jury trials.

In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court may be called upon to make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Maine Supreme Judicial Court serve as the Sentence Review Panel for the review of sentences of one year or more.

The Supreme Judicial Court has seven members: the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. By statute, the Chief Justice is head of the Judicial Branch, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Branch. Upon retirement, a Supreme Judicial Court Justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

#### LICENSES:

Admission to Practice - Attorney At Law, 4 M.R.S.A. Sec. 801

**FINANCES, FISCAL YEAR 2014:** 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  
*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.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,853,899	2,183,377	2,066,358		16,385,622	218,542
HEALTH BENEFITS	7,818,397	738,332	685,536		6,314,409	80,120
RETIREMENTS	3,685,476	393,942	316,444		2,935,839	39,251
OTHER FRINGE BENEFITS	404,192	36,128	36,041		328,181	3,842
COMPUTER SERVICES	7,110,995	134,770	583,588		6,363,748	28,889
CONTRACTUAL SERVICES	9,413,684	918,997	2,150,508		6,303,292	40,887
RENTS	3,160,978	887,467	690,961		1,548,857	33,693
COMMODITIES	355,644	14,713	114,533		225,908	490
GRANTS, SUBSIDIES, PENSIONS	209,681,106	4,322,979	568,698		45,689,431	159,099,998
EQUIPMENT	33,359				33,359	
TRANSFER TO OTHER FUNDS	680,359	36	74,479		596,367	9,477
<b>TOTAL EXPENDITURES</b>	<b>263,198,089</b>	<b>9,630,741</b>	<b>7,287,146</b>		<b>86,725,013</b>	<b>159,555,189</b>

## 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 PolicyArea* 01 *Umbrella* 12 *Unit* 168 *Citation* T0026 *M.R.S.A., Sect.* 000001401A

### 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 2014:** 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	667,471	49,591	617,880			
HEALTH BENEFITS	178,598	13,741	164,857			
RETIREMENTS	74,130	5,079	69,051			
OTHER FRINGE BENEFITS	13,314	1,045	12,269			
COMPUTER SERVICES	325,698		325,698			
CONTRACTUAL SERVICES	1,975,283	233,199	1,742,084			
RENTS	129,794		129,794			
COMMODITIES	22,240		22,240			
<b>TOTAL EXPENDITURES</b>	<b>3,386,528</b>	<b>302,655</b>	<b>3,083,873</b>			

DEPARTMENT OF LABOR

**DIVISION OF ADMINISTRATIVE HEARINGS**  
**ELIZABETH WYMAN, 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 PolicyArea* 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 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 2014:** 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 PolicyArea* 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

## DEPARTMENT OF LABOR

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 2014, requests for board services decreased from fiscal year 2013. In fiscal year 2014, 12 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 2014, there were 10 cases carried over from the prior year which required hearing and disposition by the board or other action. Of the 12 filings in fiscal year 2014, 10 were grievance arbitration requests; there were no requests for fact finding services. Under the statutes governing public employee collective bargaining, the board is given authority to hear fact finding and interest arbitration matters when there is a mutual submission for such services. In all, the board issued ten formal Decisions and Awards during fiscal year 2014, the same as 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 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 2014:** 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 PolicyArea* 01 *Umbrella* 12 *Unit* 150 *Citation* T0026 *M.R.S.A., Sect.* 000001418A

### 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 CareerCenters throughout the State.

## DEPARTMENT OF LABOR

### 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 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,518,478	427,869	30,163		1,060,446	
HEALTH BENEFITS	563,379	127,756	7,289		428,334	
RETIREMENTS	270,403	76,350	5,381		188,672	
OTHER FRINGE BENEFITS	30,116	5,888	329		23,899	
COMPUTER SERVICES	150,424	43,632	2,227		104,565	
CONTRACTUAL SERVICES	298,505	93,483	33,437		171,585	
RENTS	293,256	149,816			143,440	
COMMODITIES	46,841	5,209	23,800		17,832	
GRANTS, SUBSIDIES, PENSIONS	3,833,384	2,254,070	19,275		1,560,039	
TRANSFER TO OTHER FUNDS	48,565		2,224		46,341	
<b>TOTAL EXPENDITURES</b>	<b>7,053,351</b>	<b>3,184,073</b>	<b>124,125</b>		<b>3,745,153</b>	

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**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 PolicyArea* 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 (DDHHLD) under the Division of Vocational Rehabilitation (DVR). The purpose of the DDHHLD 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 DDHHLD 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 DDHHLD consults with and offers training to state agencies to assist in making state services fully accessible. The DDHHLD 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.

**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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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**COMMISSION FOR THE DEAF, HARD OF HEARING & LATE DEAFENED**

**CONRAD STRACK, 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.

**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 2014:** 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 *FAX* (207) 287-5933  
*Established* 1996 *Telephone* (207) 623-7981  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 597 *Citation* T0026 *M.R.S.A., Sect.* 000001401A

**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, Department of Health and Human Services, Department of Education, Department of Economic Development and other education and economic development entities, along with employer and community groups to ensure that responsive and high quality services are delivered through Maine's CareerCenters. The Bureau's work includes

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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, 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 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.



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**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF EMPLOYMENT SERVICES	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,707,751	356,481	547,027		3,585,701	218,542
HEALTH BENEFITS	1,785,501	137,414	196,425		1,371,542	80,120
RETIREMENTS	844,056	66,854	96,799		641,152	39,251
OTHER FRINGE BENEFITS	90,919	7,055	10,124		69,898	3,842
COMPUTER SERVICES	849,159	39,917	120,810		659,543	28,889
CONTRACTUAL SERVICES	706,376	40,498	38,582		586,409	40,887
RENTS	990,851	51,575	358,816		546,767	33,693
COMMODITIES	52,429	259	30,481		21,199	490
GRANTS, SUBSIDIES, PENSIONS	11,196,504	336,028	344,855		9,261,979	1,253,642
TRANSFER TO OTHER FUNDS	198,450		29,748		159,225	9,477
<b>TOTAL EXPENDITURES</b>	<b>21,421,996</b>	<b>1,036,081</b>	<b>1,773,667</b>		<b>16,903,415</b>	<b>1,708,833</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 *FAX* (207) 287-2305

*Established* 1980

*Telephone* (207) 621-5156

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 169 *Citation* T0026 *M.R.S.A., Sect.* 000001082

### 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 and 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

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Workforce Research and Information (Unit 594).

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF UNEMPLOYMENT COMPENSATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	6,364,316		-525		6,364,841	
HEALTH BENEFITS	2,522,792		362		2,522,430	
RETIREMENTS	1,165,223		147		1,165,076	
OTHER FRINGE BENEFITS	121,186		16		121,170	
COMPUTER SERVICES	4,471,357		14,403		4,456,954	
CONTRACTUAL SERVICES	4,644,682				4,644,682	
RENTS	729,198				729,198	
COMMODITIES	122,293				122,293	
GRANTS, SUBSIDIES, PENSIONS	186,287,752				28,441,396	157,846,356
EQUIPMENT	33,359				33,359	
TRANSFER TO OTHER FUNDS	206,776		148		206,628	
<b>TOTAL EXPENDITURES</b>	<b>206,668,934</b>		<b>14,551</b>		<b>48,808,027</b>	<b>157,846,356</b>

## 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 organizations 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.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE WORKFORCE INVESTMENT BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	80,024				80,024	
HEALTH BENEFITS	20,334				20,334	
RETIREMENTS	16,056				16,056	
OTHER FRINGE BENEFITS	1,477				1,477	
COMPUTER SERVICES	2,032				2,032	
CONTRACTUAL SERVICES	10,974				10,974	
RENTS	2,668				2,668	
COMMODITIES	325				325	
TRANSFER TO OTHER FUNDS	2,457				2,457	
<b>TOTAL EXPENDITURES</b>	<b>136,347</b>				<b>136,347</b>	

## BUREAU OF LABOR STANDARDS

**PAMELA MEGATHLIN, 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

### 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 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.

## DEPARTMENT OF LABOR

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.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,563,326	385,774	792,149		385,403	
HEALTH BENEFITS	601,482	136,129	301,209		164,144	
RETIREMENTS	264,062	62,360	133,008		68,694	
OTHER FRINGE BENEFITS	28,497	6,411	12,630		9,456	
COMPUTER SERVICES	168,454	43,756	114,344		10,354	
CONTRACTUAL SERVICES	329,458	59,862	250,205		19,391	
RENTS	242,352	40,488	201,376		488	
COMMODITIES	47,504	5,696	38,011		3,797	
GRANTS, SUBSIDIES, PENSIONS	77,368		77,368			
TRANSFER TO OTHER FUNDS	46,332		34,091		12,241	
<b>TOTAL EXPENDITURES</b>	<b>3,368,835</b>	<b>740,476</b>	<b>1,954,391</b>		<b>673,968</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

*FAX* (207) 287-4416

*Telephone* (207) 287-2015

*M.R.S.A., Sect.* 000000968

### 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.

## DEPARTMENT OF LABOR

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.

### **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 2014, 19 voluntary or joint agreements relative to bargaining units were received, down from 28 in the prior year. During fiscal year 2014, 12 unit determination or clarification petitions were filed, compared with 8 such filings in fiscal year 2013.

There were 11 election requests received by the board in fiscal year 2014. In addition to this, the board received three decertification/certification requests and one straight decertification election request. With respect to election activities, there were 17 election requests in all requiring attention during the fiscal year. In all, board officials conducted 10 elections pursuant to the various petitions filed.

The Board received 31 prohibited practice complaints in fiscal year 2014, a significant increase from the 15 complaints filed in fiscal year 2013. 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

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2014:** 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	292,208	263,958	28,250			
HEALTH BENEFITS	93,005	93,005				
RETIREMENTS	60,197	60,197				
OTHER FRINGE BENEFITS	3,294	3,294				
COMPUTER SERVICES	6,829	6,829				
CONTRACTUAL SERVICES	25,088	12,741	12,347			
COMMODITIES	3,260	3,260				
TRANSFER TO OTHER FUNDS	6,217		6,217			
<b>TOTAL EXPENDITURES</b>	<b>490,098</b>	<b>443,284</b>	<b>46,814</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

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 187 *Citation* T0026 *Telephone* (207) 287-2015

*M.R.S.A., Sect.* 000000892

#### PURPOSE:

The Panel of Mediators was established to implement the public policy of the 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:

In fiscal year 2014, the number of new requests for mediation services increased from the level experienced last year. New mediation requests received during 2014 numbered 51 (46 last year). In addition, there were 31 matters carried over from fiscal year 2013 that required mediation activity this year. Thus, the number of matters filed, pending, and requiring attention in 2014 reached a total of 87, essentially unchanged from 86 the previous year. The panel achieved a settlement rate of 46.2% for matters concluded this year, including those carried forward from 2013.

There were no requests for preventive mediation services in 2014. 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.

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2014:** 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 MEGATHLIN, 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 PolicyArea* 01 *Umbrella* 12 *Unit* 179 *Citation* T0026 *M.R.S.A., Sect.* 000000564

#### **PURPOSE:**

The board was established to formulate and adopt reasonable rules for safe and healthful working conditions in places of public employment provided by the State, county, municipal corporation, school district or other public corporation or political subdivision. The rules must conform as far as practicable with nationally recognized standards of occupational safety and health. The board also hears appeals of Bureau of Labor Standards enforcement actions by regulated parties.

#### **ORGANIZATION:**

The Board of Occupational Safety and Health was created in 1976. It consists of ten members, nine appointed by the Governor and one being the Director of the Bureau of Labor Standards. Appointed members include management and labor representatives from the state, county, and local levels, two public members, and one member from the insurance industry. The Bureau of Labor Standards enforces the rules adopted by the board.

#### **PROGRAM:**

The board 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 2014:** 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 PolicyArea* 01 *Umbrella* 12 *Unit* 152 *Citation* T0026 *M.R.S.A., Sect.* 000001412C

## DEPARTMENT OF LABOR

### 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, 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 2014:** 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	4,688,509	699,704	34,976		3,953,829	
HEALTH BENEFITS	1,752,730	230,288	3,960		1,518,482	
RETIREMENTS	821,503	123,102	6,069		692,332	
OTHER FRINGE BENEFITS	96,831	12,435			84,396	
COMPUTER SERVICES	475,691	636			475,055	
CONTRACTUAL SERVICES	1,231,501	479,215			752,286	
RENTS	675,239	645,589			29,650	
COMMODITIES	58,050	289			57,761	
GRANTS, SUBSIDIES, PENSIONS	8,286,095	1,732,880	127,199		6,426,016	
TRANSFER TO OTHER FUNDS	148,719	36	879		147,804	
<b>TOTAL EXPENDITURES</b>	<b>18,234,868</b>	<b>3,924,174</b>	<b>173,083</b>		<b>14,137,611</b>	



DEPARTMENT OF LABOR

**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 location of the parties, ability of parties to travel and complexity of the case. In addition, the Commission also considers requests for waiver of benefit overpayments, for tax setoffs, requests of seasonality determinations and for approval of eligible training programs. The Commission also reviews the Rules Governing the Administration of the Employment Security Law for possible revision through the rulemaking process.

**LICENSES:**

None.

**PUBLICATIONS:**

None

**FINANCES, FISCAL YEAR 2014:** 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,

## DEPARTMENT OF LABOR

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 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.

### 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.

# DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTER FOR WORKFORCE RESEARCH AND INFORMATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	971,815		16,437		955,378	
HEALTH BENEFITS	300,576		11,434		289,142	
RETIREMENTS	169,847		5,990		163,857	
OTHER FRINGE BENEFITS	18,559		673		17,886	
COMPUTER SERVICES	661,350		6,106		655,244	
CONTRACTUAL SERVICES	191,818		73,854		117,964	
RENTS	97,623		976		96,647	
COMMODITIES	2,701				2,701	
TRANSFER TO OTHER FUNDS	22,844		1,172		21,672	
<b>TOTAL EXPENDITURES</b>	<b>2,437,133</b>		<b>116,642</b>		<b>2,320,491</b>	

## LAW AND LEGISLATIVE REFERENCE LIBRARY

### LAW AND LEGISLATIVE REFERENCE LIBRARY

**JOHN R. BARDEN, DIRECTOR**

TTY (207) 287-6431

Central Office STATE HOUSE, FLOOR 2, AUGUSTA, ME

Mail Address 43 STATE HOUSE STATION, AUGUSTA, ME 04333-0043 FAX (207) 287-6467

Established 1971

Telephone (207) 287-1600

Reference Policy Area 00 Umbrella 31 Unit 556 Citation T00003 M.R.S.A., Sect. 0000000171

#### 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 (brochure)

\*Where to Find Our Library Online (brochure)

\*How to Find Law Review Articles (brochure)

\*Resource Sharing (brochure)

\*How to Find Newspapers and Clippings (brochure)

\*How to Find Books (brochure)

\*Maine Education Finance Studies (bibliography)

\*Maine Economic Development and Policy: Studies and Reports 1929-2012 (Bibliography)

# LAW AND LEGISLATIVE REFERENCE LIBRARY

- \*Legal Resources for Non-Lawyers: Employment Law (bibliography)
- \*Legal Sources for Non-Lawyers: Family Law (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 2014:** 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	680,240	680,240				
HEALTH BENEFITS	200,381	200,381				
RETIREMENTS	117,202	117,202				
OTHER FRINGE BENEFITS	12,169	12,169				
COMPUTER SERVICES	8,233	8,233				
CONTRACTUAL SERVICES	340,704	340,704				
COMMODITIES	4,429	4,429				
<b>TOTAL EXPENDITURES</b>	1,363,358	1,363,358				

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	680,240	680,240				
HEALTH BENEFITS	200,381	200,381				
RETIREMENTS	117,202	117,202				
OTHER FRINGE BENEFITS	12,169	12,169				
COMPUTER SERVICES	8,233	8,233				
CONTRACTUAL SERVICES	340,704	340,704				
COMMODITIES	4,429	4,429				
<b>TOTAL EXPENDITURES</b>	1,363,358	1,363,358				

## 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

*Units:*

*CITIZEN TRADE POLICY COMMISSION*

*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 Second Regular Session of the 126th Legislature was convened on January 8, 2014 and adjourned sine die on May 2, 2014. In the Second Regular Session, the Legislature considered 511 legislative instruments. One hundred eighty six bills and 78 Resolves were chaptered into law. Seventy four bills were vetoed by the Governor, twenty three of which were overridden and the rest sustained by the Legislature.

#### **PUBLICATIONS:**

\*INTERNET SITE - <http://www.maine.gov/legis>

\*SENATE AND HOUSE REGISTERS - (published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules and Committee Rosters.

\*HOUSE AND SENATE ROSTER and Seating Arrangement - (published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos.

\*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies on loan through the State Library.

\*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)

# LEGISLATIVE DEPARTMENT

\*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 2014:** 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	11,422,147	11,421,679	468			
HEALTH BENEFITS	4,560,538	4,560,538				
RETIREMENTS	1,593,504	1,593,504				
OTHER FRINGE BENEFITS	201,896	201,896				
COMPUTER SERVICES	387,084	387,084				
CONTRACTUAL SERVICES	3,149,893	3,148,920	973			
RENTS	27,528	27,528				
COMMODITIES	94,092	94,092				
GRANTS, SUBSIDIES, PENSIONS	402,841	401,730	1,111			
EQUIPMENT	18,296	18,296				
TRANSFER TO OTHER FUNDS	60		60			
<b>TOTAL EXPENDITURES</b>	<b>21,857,879</b>	<b>21,855,267</b>	<b>2,612</b>			

LEGISLATIVE DEPARTMENT

**CITIZEN TRADE POLICY COMMISSION**  
**GRANT T. PENNOYER, EXECUTIVE DIRECTOR**  
**SEN JACKSON TROY, CHAIR**

*Central Office* ,,  
*Mail Address* ,,  
*Established* 2004

*FAX*  
*Telephone* (207) 287-1615  
*Reference PolicyArea* 00 *Umbrella* 30 *Unit* 681 *Citation* T000010 *M.R.S.A., Sect.* 000000011

**PURPOSE:**

The commission is established to assess and monitor the legal and economic impacts of trade agreements on state and local laws, working conditions and the business environment; to provide a mechanism for citizens and Legislators to voice their concerns and recommendations; and to make policy recommendations designed to protect Maine's jobs, business environment and laws from any negative impact of trade agreements.

**ORGANIZATION:**

The Citizen Trade Policy Commission comprises 17 voting members and four ex officio nonvoting members as follows: voting members include three Senators; three Representatives; ten members of the public (three of whom are appointed by the Speaker of the House, three by the President of the Senate, and four by the Governor); and the Attorney General or the Attorney General's designee.

Ex officio, non-voting members include the commissioners of the following departments or the commissioners' designees: Department of Labor; Department of Environmental Protection; Department of Agriculture, Conservation and Forestry; and the Department of Health and Human Services.

**PUBLICATIONS:**

2014 TRADE POLICY ASSESSMENT:  
Maine Agriculture and Food Systems in the  
Transatlantic Trade and Investment Partnership  
by Karen Hansen-Kuhn, IATP and  
John Piotti, Maine Farmland Trust  
July 2014

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CITIZEN TRADE POLICY COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	605	605				
CONTRACTUAL SERVICES	22,437	22,437				
TOTAL EXPENDITURES	23,042	23,042				

**OFFICE OF FISCAL AND PROGRAM REVIEW**  
**MAUREEN DAWSON, ACTING 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 PolicyArea* 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



## LEGISLATIVE DEPARTMENT

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 2014:** 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 PolicyArea* 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 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.

## LEGISLATIVE DEPARTMENT

### 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 2014:** 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 - FIRST FLOOR, AUGUSTA, ME

*Mail Address* 7 STATE HOUSE STATION, AUGUSTA, ME 04333-0007 *FAX* (207) 287-6468

*Established* 1928

*Telephone* (207) 287-1650

*Reference PolicyArea* 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 the State 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)

### PUBLICATIONS:

\*INTERNET SITE - <http://www.maine.gov/legis/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://www.mainelegislature.org/legis/statutes/>

"Laws of the State of Maine" - Contains all session laws and related documents of

## LEGISLATIVE DEPARTMENT

each Legislative session. Beginning with the 117th Legislature until the 124th Legislature, electronic versions of the Laws of the State of Maine are available at the office's website: <http://www.mainelegislature.org/ros/LOM/LOMoldDirectory.htm>. Beginning with the 124th Legislature, pdf versions of each volume of the Laws of the State of Maine are available at: <http://www.mainelegislature.org/ros/LOM/LOMpdfDirectory.htm>. Limited hard copies are available from the Revisor's Office at time of publication for a nominal fee 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. Individual copies of enacted laws beginning with the 117th Legislature are available on-line at the office's website: <http://www.mainelegislature.org/ros/LOM/LOMDirectory.htm>.

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION GRANT T. PENNOYER, 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 PolicyArea* 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

STATE HOUSE AND CAPITOL PARK COMMISSION

GRANT T. PENNOYER, 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 PolicyArea* 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 2014:** 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	41,245	41,245				
COMMODITIES	621	621				
TOTAL EXPENDITURES	41,866	41,866				

COMMISSION ON INTERSTATE COOPERATION

GRANT T. PENNOYER, 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 PolicyArea* 00 *Umbrella* 30 *Unit* 272 *Citation* T0003 *M.R.S.A., Sect.* 000000201

## LEGISLATIVE DEPARTMENT

### PURPOSE:

The Commission on Interstate Cooperation was established in 1939 to carry forward Maine's participation in the Council of State Governments and to advance cooperation between the State of Maine and other units of government. The Commission itself was repealed by Public Law 2001, Chapter 352, effective September 21, 2001.

### PROGRAM:

This program includes Maine's annual dues to two national organizations that serve as clearinghouses for information on State programs of national and international interest 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 2014:** 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	224,166	224,166				
TOTAL EXPENDITURES	224,166	224,166				

## COMMISSION ON UNIFORM STATE LAWS C/O 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 PolicyArea* 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.

### ORGANIZATION:

The Commission is authorized and organized pursuant to 3 M.R.S.A. §241:

The Commission on Uniform State Laws, as established by Title 5, section 12004-K, subsection 8, shall consist of 3 members to be appointed for a term of 4 years by the Governor. The commission shall also consist of any residents who, because of long service in the cause of state legislation, are elected life members of the National Conference of Commissioners on Uniform State Laws. The commission shall examine subjects on which uniformity of legislation in the different states is desirable; ascertain the best means to effect uniformity; cooperate with the commissioners of other states in the consideration and drafting of uniform acts for submission to the Legislatures of the several states; and prepare bills for introduction in the Legislature.

Commissioners are not compensated for their work. They seek reimbursement for expenses as Maine's delegates to the National Conference. The National Conference seeks payment of dues from Maine.

## LEGISLATIVE DEPARTMENT

### 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 [www.uniformlawcommission.com](http://www.uniformlawcommission.com)

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY NIK RENDE, ACTING DIRECTOR

*Central Office* STATE HOUSE RM 262, AUGUSTA, ME 04333

*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-1115 *FAX* (207) 287-2557

*Established* 1996

*Telephone* (207) 287-1625

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 2631 *Citation* T0003 *M.R.S.A., Sect.* 000000162

### PURPOSE:

The Legislative Council'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 and development of the applications that support the legislative process and the operations of individual legislative offices.

### PROGRAM:

During fiscal year 2013-14, the Office of Legislative Information Technology (LIT), in the operations area, initiated a contract to secure space at an offsite facility for storage and disaster recovery and continued the migration to virtual servers, leaving very few physical boxes in service. The conversion to Windows 7 was also completed.

In the applications area, LIT continued to fold external ancillary applications and data structures into the Legislative Enterprise Application Platform. The enterprise approach to system development resulted in the elimination of several applications, greatly reducing duplication of data and effort.

The Office of Information Technology also provided technology support services to the 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEGISLATIVE DEPARTMENT

### SENATE

**JUSTIN L. ALFOND, PRESIDENT OF THE SENATE**  
**DAREK M. 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

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 261 *Citation* C0004 *Telephone* (207) 287-1500  
*M.R.S.A., Sect.* 002-00001

#### **PURPOSE:**

The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor. Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue. It may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce new raising of revenue.

The Senate is the sole judge of the qualifications of its members. It maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval (formerly confirmed by the Executive Council). Article IV, Part Second, Section 7, empowers the Senate to try all impeachments.

#### **ORGANIZATION:**

The Senate has remained constant in its form of organization as a Constitutional body since its establishment in 1820. As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate currently consists of 35 Senators. Each Senator is elected for a term of two years, and limited to four consecutive terms. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election and continue to reside within the district during the term of office, and be at least 25 years of age at the time of election.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. In 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 Second Regular Session of the 126th Maine Legislature convened on Wednesday, January 8, 2014 and met for 46 legislative days. After completing all of its business, the Senate adjourned sine die at 12:35 a.m. on Friday, May 2, 2014.

The First Confirmation Session of the 126th Maine Legislature convened on July 31, 2014 to consider gubernatorial nominations and adjourned and adjourned sine die the same day at 10:44 a.m. The Second Confirmation Session convened on Tuesday, September 30, 2014 for consideration of additional gubernatorial nominations and adjourned sine die at 12:55 p.m.

The 127th Maine Legislature will convene on Wednesday, December 3, 2014.

#### **PUBLICATIONS:**

Senate Website: [www.legislature.maine.gov/senate](http://www.legislature.maine.gov/senate)

## LEGISLATIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2014:** 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**

**ROBERT B. HUNT, HOUSE CLERK PRO TEMPORE**

*Central Office* ROOM 300, STATE HOUSE, AUGUSTA, ME 04333

*Mail Address* 2 STATE HOUSE STATION, AUGUSTA, ME 04333-0002 *FAX* (207) 287-1456

*Established* 1820

*Telephone* (207) 287-1400

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 262 *Citation* C0004 *M.R.S.A., Sect.* 001-00002

#### **PURPOSE:**

The House of Representatives has by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

#### **ORGANIZATION:**

The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820. The House of Representatives consists of 151 members elected from single member districts for terms of 2 years. Members are limited to four consecutive terms. A Representative must be a citizen of the United States for at least 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 Committees submitted 492 Committee Amendments to House Papers 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 Committees submitted three Committee Amendments to House Papers to the Clerk for reproduction.

The House convened its Second Regular Session of the 126th Maine Legislature on Wednesday, January 8, 2014 and adjourned from its Second Regular Session on



## LEGISLATIVE DEPARTMENT

Friday, May 2, 2014. During the Second Regular Session there were 174 House-sponsored Legislative Documents, 1 Initiated Bill, 16 House Orders, 6 House-sponsored Joint Orders, and 27 House-sponsored Joint Resolutions considered. House members submitted 73 Floor Amendments and Committees submitted 194 Committee Amendments to House Papers 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")

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEGISLATIVE COUNCIL

**MARK W. EVES, CHAIR**

**GRANT T. PENNOYER, 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 PolicyArea* 00 *Umbrella* 30 *Unit* 263 *Citation* T0003 *M.R.S.A., Sect.* 000000161

### **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

## LEGISLATIVE DEPARTMENT

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.

**FINANCES, FISCAL YEAR 2014:** 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	11,421,542	11,421,074	468			
HEALTH BENEFITS	4,560,538	4,560,538				
RETIREMENTS	1,593,504	1,593,504				
OTHER FRINGE BENEFITS	201,896	201,896				
COMPUTER SERVICES	387,084	387,084				
CONTRACTUAL SERVICES	2,862,045	2,861,072	973			
RENTS	27,528	27,528				
COMMODITIES	93,471	93,471				
GRANTS, SUBSIDIES, PENSIONS	402,841	401,730	1,111			
EQUIPMENT	18,296	18,296				
TRANSFER TO OTHER FUNDS	60		60			
<b>TOTAL EXPENDITURES</b>	<b>21,568,805</b>	<b>21,566,193</b>	<b>2,612</b>			

## (OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

### GRANT T. PENNOYER, 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 PolicyArea* 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 DEPARTMENT

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 2014:** 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

*Units:*

*ADVISORY COUNCIL (TO MARINE RESOURCES)*

*BUREAU OF MARINE PATROL*

*DIVISION OF AQUACULTURE*

*BUREAU OF PUBLIC HEALTH*

*BUREAU OF POLICY AND MANAGEMENT*

*BUREAU OF MARINE SCIENCE*

**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 four Bureaus, including the Bureau of Policy and Management, the Bureau of Marine Science, the Bureau of Public Health, the Bureau of Marine Patrol and the Division of Aquaculture. 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.

In addition to management of state water fisheries, many fisheries management issues are addressed through the New England Fisheries Management Council and the

## DEPARTMENT OF MARINE RESOURCES

Atlantic States Marine Fisheries Commission. 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.

**FINANCES, FISCAL YEAR 2014:** 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	7,428,419	3,900,200	2,076,815		1,451,404	
HEALTH BENEFITS	2,796,258	1,422,051	815,526		558,681	
RETIREMENTS	1,496,486	826,152	400,391		269,943	
OTHER FRINGE BENEFITS	159,984	90,377	42,586		27,021	
COMPUTER SERVICES	624,204	355,258	264,365		4,581	
CONTRACTUAL SERVICES	3,240,029	1,410,249	1,504,847		324,933	
RENTS	768,196	525,252	131,392		111,552	
COMMODITIES	981,149	450,659	412,888		117,602	
GRANTS, SUBSIDIES, PENSIONS	902,636	1,108			901,528	
EQUIPMENT	144,741	18,691	99,310		26,740	
TRANSFER TO OTHER FUNDS	248,879	1,400	173,278		74,201	
<b>TOTAL EXPENDITURES</b>	18,790,981	9,001,397	5,921,398		3,868,186	

## 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 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.

## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### DIVISION OF AQUACULTURE

**JON LEWIS, AQUACULTURE ENV. COORD.**  
**PATRICK KELIHER, COMMISSIONER**

*Central Office* 194 MCKOWN PT RD, WEST BOOTHBAY HARBOR, ME 04575

*Mail Address* PO BOX 8, WEST BOOTHBAY HARBOR, ME 04575

*FAX* (207) 633-9579

*Established* 2013

*Telephone* (207) 633-9594

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188B *Citation*

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

#### **PURPOSE:**

The Aquaculture Division is responsible for scientific oversight of all finfish, shellfish and seaweed farms in the State's marine waters.

#### **ORGANIZATION:**

Following the reorganization that removed the Division of Aquaculture from the Bureau of Marine Science, the Division consists of two marine scientists.

#### **PROGRAM:**

Responsibilities of this Division include scientific SCUBA investigations of potential lease sites to ensure proposed operations are ecologically acceptable and to develop information against which lease decision criteria are evaluated in the adjudicatory process. The Division monitors the ecological impacts of finfish aquaculture operations in the State in concert with DEP. This includes oversight of farm operations, inventory and feed inputs, any chemical therapeutants used in farm operations, and continued evaluation of the environmental response to farm inputs to ensure operations are not substantially injurious to marine organisms.

As part of aquaculture oversight and permitting, staff evaluate all requests for fish transfers and other marine organism introductions and importations in an effort to prevent or limit the spread of pathogens of concern. Additionally staff work in association with the Aquatic Animal Health Technical Committee to respond to any reports of pathogens in farm raised finfish and shellfish and to develop the appropriate regulatory response to disease concerns.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### DIVISION OF AQUACULTURE

	<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	116,647		116,647			
HEALTH BENEFITS	45,392		45,392			
RETIREMENTS	20,810		20,810			
OTHER FRINGE BENEFITS	2,368		2,368			
CONTRACTUAL SERVICES	8,074		8,074			
RENTS	2,824		2,824			
COMMODITIES	596		596			
<b>TOTAL EXPENDITURES</b>	196,711		196,711			

DEPARTMENT OF MARINE RESOURCES

BUREAU OF POLICY AND MANAGEMENT

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

**PURPOSE:**

The Bureau of Policy and Management 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.

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 Bureau of Policy and Management provides service to the Department in equipment, purchasing 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 Bureau administers the department's financial records and provides liaison with the Legislature and various types of communications for the marine fishing industry. Includes policy staff that interact with the council's that are advisory to the department.

**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.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF POLICY AND MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	904,307	437,349	466,958			
HEALTH BENEFITS	308,798	125,589	183,209			
RETIREMENTS	158,994	69,229	89,765			
OTHER FRINGE BENEFITS	18,313	9,050	9,263			
COMPUTER SERVICES	597,954	352,777	245,177			
CONTRACTUAL SERVICES	1,374,876	818,296	556,580			
RENTS	18,966	15,466	3,500			
COMMODITIES	49,034	38,861	10,173			
TRANSFER TO OTHER FUNDS	45,411		45,411			
<b>TOTAL EXPENDITURES</b>	<b>3,476,653</b>	<b>1,866,617</b>	<b>1,610,036</b>			

DEPARTMENT OF MARINE RESOURCES

**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

*FAX* (207) 624-6024

*Established* 1978

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188P *Citation* T0012 *M.R.S.A., Sect.* 000006025

**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, 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. Its responsibilities also include receiving fees from approximately 37 types of licenses and permits. Detailed records are maintained on all licenses, landings, management, and federal/state programs.

**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 Lamaine. The Licensing section handles license sales and eligibility, statistics, information processing, and inquiries from the public.

**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.

**PUBLICATIONS:**

A pamphlet containing marine resource laws is published biannually following adjournment of the first regular session of each legislature.



## DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,675,976	2,051,213	519,239		105,524	
HEALTH BENEFITS	982,195	736,246	199,768		46,181	
RETIREMENTS	641,512	499,975	115,966		25,571	
OTHER FRINGE BENEFITS	67,287	52,303	12,173		2,811	
COMPUTER SERVICES	21,556	2,368	19,188			
CONTRACTUAL SERVICES	575,995	99,934	467,519		8,542	
RENTS	433,056	346,205	86,851			
COMMODITIES	376,391	83,118	293,273			
GRANTS, SUBSIDIES, PENSIONS	1,108	1,108				
EQUIPMENT	109,269		99,310		9,959	
TRANSFER TO OTHER FUNDS	51,953		46,656		5,297	
<b>TOTAL EXPENDITURES</b>	<b>5,936,298</b>	<b>3,872,470</b>	<b>1,859,943</b>		<b>203,885</b>	

## BUREAU OF PUBLIC HEALTH KOHL KANWIT, DIRECTOR

*Central Office* 169 MCKOWN PT. RD, WEST BOOTHBAY HARBOR, ME 04575  
*Mail Address* PO BOX 8, WEST BOOTHBAY HARBOR, ME 04575 *FAX* (207) 633-9579  
*Established* 2013 *Telephone* (207) 633-9535  
*Reference* Policy Area 04 Umbrella 13 Unit 188C Citation *M.R.S.A., Sect.*

### **PURPOSE:**

The Bureau of Public Health is primarily responsible for monitoring bivalve shellfish resources and ensuring their sanitation through regulation of the growing areas, harvesting, processing, and distribution under the National Shellfish Sanitation Program standards. The three major programs within the Bureau include Growing Area, Dealer Inspection and Shellfish Management. The Growing Area Program 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. The Dealer Inspection Program inspects and certifies bivalve shellfish dealers to ensure they have sanitary conditions and practices that reduce time and temperature abuse and contamination or adulteration. The Shellfish Management Program works with towns that are involved in municipal shellfish management programs. Approximately 71 towns of the 90 along the coast participate in shellfish management through shellfish conservation ordinance implementation. The Bureau also assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments through the Environmental Permit Review process.

The Bureau participates in the Interstate Shellfish Sanitation Conference which is a cooperative management program with member state shellfish authorities, the federal government (Food and Drug Administration, Environmental Protection Agency and National Oceanic and Atmospheric Administration) and the shellfish industry.

### **ORGANIZATION:**

The Bureau of Public Health was created in fiscal year 2014 and separated from the Bureau of Resource Management. Microbiology and biotoxin laboratories are located both at the West Boothbay Harbor and Lamoine State Park facilities serving the entire coast of Maine. The Bureau is comprised of three programs: Growing Area, Dealer Inspection and Shellfish Management.

### **PROGRAM:**

The Bureau of Public Health 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

## DEPARTMENT OF MARINE RESOURCES

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. Environmental Permit Reviews are conducted in coordination with other state agencies and experts within the Department.

### LICENSES:

No licensing activity.

The Shellfish Management Program issues permits for shellfish transplant activities and conservation closures. The Dealer Inspection Program issues dealer certifications and the Growing Area Program issues relay permits and import/export permits specifically related to shellfish sanitation.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### BUREAU OF PUBLIC 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	1,052,679	643,171	365,904		43,604	
HEALTH BENEFITS	439,482	282,478	142,356		14,648	
RETIREMENTS	190,289	117,256	65,254		7,779	
OTHER FRINGE BENEFITS	22,894	14,784	7,169		941	
CONTRACTUAL SERVICES	229,110	121,467	46,440		61,203	
RENTS	139,897	96,052	24,935		18,910	
COMMODITIES	180,872	103,933	535		76,404	
<b>TOTAL EXPENDITURES</b>	<b>2,255,223</b>	<b>1,379,141</b>	<b>652,593</b>		<b>223,489</b>	

## BUREAU OF MARINE SCIENCE

**DAVE LIBBY, ACTING DIRECTOR**  
**PATRICK KELIHER, COMMISSIONER**

*Central Office* MCKOWN POINT., WEST BOOTHBAY, ME 04575

*Mail Address* PO BOX 8, WEST BOOTHBAY, ME 04575

*Established* 1946

*FAX* (207) 633-9579

*Telephone* (207) 633-9500

*Reference* Policy Area 04 Umbrella 13 Unit 188S Citation T0012 M.R.S.A., Sect. 000006021

### 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 and conducts educational programs on marine resources. The bureau encompasses three divisions; the Biomonitoring and Assessment Division, the Sea Run Fisheries and Habitat Division, and the Education Division.

The Biomonitoring and Assessment Division conducts long-term fishery monitoring programs and research to provide information on stock levels and environments of commercially and recreationally valuable marine organisms that inhabit the state's coastal and offshore waters.

The Sea Run Fisheries and Habitat Division 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. Its 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.

There are 12 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

## DEPARTMENT OF MARINE RESOURCES

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.

Together the two divisions provide scientific information, services and assistance to the public, industry and governments.

The Education Division operates the Maine State Aquarium, the Burnt Island Lighthouse Station Resource Center and provides education programs for numerous school groups and others throughout the year.

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.

### ORGANIZATION:

The Bureau of Resource Management was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine with a laboratory at McKown Point in Boothbay Harbor that includes fishery, microbiology and biotoxin laboratories; GIS mapping facilities; wet lab; scientific and fishermen's library; and the Maine State Aquarium. A microbiology and biotoxin laboratory located at Lamaine State Park serves the eastern section of the coast. The Bureau is comprised of three divisions: Biological Monitoring and Assessment, Sea Run Fisheries and Habitat, and Marine Education. The Sea Run Fisheries and Habitat Division'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 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.

### PROGRAM:

The Biomonitoring and Assessment Division 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. 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.

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.

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.

Atlantic salmon focus areas are historic salmon rivers including the Aroostook, 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

## DEPARTMENT OF MARINE RESOURCES

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.

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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### BUREAU OF MARINE SCIENCE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,678,811	768,467	608,068		1,302,276	
HEALTH BENEFITS	1,020,392	277,739	244,801		497,852	
RETIREMENTS	484,882	139,693	108,596		236,593	
OTHER FRINGE BENEFITS	49,123	14,240	11,614		23,269	
COMPUTER SERVICES	4,694	113			4,581	
CONTRACTUAL SERVICES	1,051,976	370,553	426,234		255,189	
RENTS	173,453	67,528	13,283		92,642	
COMMODITIES	374,257	224,747	108,312		41,198	
GRANTS, SUBSIDIES, PENSIONS	901,528				901,528	
EQUIPMENT	35,472	18,691			16,781	
TRANSFER TO OTHER FUNDS	151,516	1,400	81,212		68,904	
<b>TOTAL EXPENDITURES</b>	<b>6,926,104</b>	<b>1,883,171</b>	<b>1,602,120</b>		<b>3,440,813</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 2014:** 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	10,220,173	8,483,304	80,034			1,656,835
TOTAL EXPENDITURES	10,220,173	8,483,304	80,034			1,656,835
 MAINE MARITIME ACADEMY						
	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	10,220,173	8,483,304	80,034			1,656,835
TOTAL EXPENDITURES	10,220,173	8,483,304	80,034			1,656,835

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

*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 29 professional and occupational licensing boards and directly administers 8 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 Professional and Occupational Regulation.

In addition to programs directly administered by OPOR, 6 professional licensing boards are 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.

**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 OF PROFESSIONAL AND FINANCIAL REGULATION

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 2014:** 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	9,640,002		9,640,002			
HEALTH BENEFITS	3,266,114		3,266,114			
RETIREMENTS	1,769,454		1,769,454			
OTHER FRINGE BENEFITS	185,959		185,959			
COMPUTER SERVICES	3,377,113		3,377,113			
CONTRACTUAL SERVICES	5,621,855		5,616,151		5,704	
RENTS	908,018		897,607		10,411	
COMMODITIES	146,248		146,248			
GRANTS, SUBSIDIES, PENSIONS	122,102		122,102			
TRANSFER TO OTHER FUNDS	357,171		356,865		306	
COST OF GOODS SOLD						
<b>TOTAL EXPENDITURES</b>	25,394,036		25,377,615		16,421	

## 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

### PURPOSE:

The Administrative Services Division provides administrative, information technology, and legislative support for all bureaus, offices, boards and commissions within the Department. Its centralized support covers such functions as budget development, contract review, purchases, cash receipts, computer services, legislative support, public relations, reception and facility management.

### ORGANIZATION:

There are distinct functional units within the Division. The first is the Office of Commissioner, which serves as the central point of leadership within PFR, coordinating Department-wide strategic planning and policy development, serving as the primary contact for the Governor's office, the Legislature and other governmental agencies, facilitating communications with the public and media, and ensuring intra-agency cooperation and collaboration.

The Administrative Unit provides centralized fiscal and facility management for



## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2014:** 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	325,735		325,735			
HEALTH BENEFITS	104,118		104,118			
RETIREMENTS	54,456		54,456			
OTHER FRINGE BENEFITS	6,890		6,890			
COMPUTER SERVICES	3,173,255		3,173,255			
CONTRACTUAL SERVICES	924,291		924,291			
RENTS	48,719		48,719			
COMMODITIES	24,469		24,469			
TRANSFER TO OTHER FUNDS	22,590		22,590			
<b>TOTAL EXPENDITURES</b>	<b>4,684,523</b>		<b>4,684,523</b>			

## BUREAU OF CONSUMER CREDIT PROTECTION

### WILLIAM N LUND, SUPERINTENDENT

WATS (800) 332-8529

TTY (207) 624-8563

Central Office 76 NORTHERN AVE., GARDINER, ME 04345

Mail Address 35 STATE HOUSE STA, AUGUSTA, ME 04333-0035

FAX (207) 582-7699

Established 1975

Telephone (207) 624-8527

Reference Policy Area 07 Umbrella 02 Unit 030 Citation T0009A M.R.S.A., Sect. 006-00103

### 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.

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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

brokers, mortgage loan originators, rent-to-own companies, pawn brokers, consumer 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, residential real estate property preservation companies and employee leasing companies.

The agency is also responsible for facilitating the state's foreclosure intake, counseling and referral 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 established 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 2014, the agency's Complaint Division responded to 722 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 62 companies, including 39 payroll processors, 8 retail automobile dealers, 5 sales finance companies, 3 pawn brokers, 2 money transmitters, 1 loan broker, 1 real estate settlement company, 1 debt collector, 1 repossession company and 1 mobile home dealer. After reviewing 1,645 transactions, the Bureau cited creditors for 19 violations of the Maine Consumer Credit Code, 3 Fair Credit Reporting Act violations, 2 Truth-in-Lending violations, 1 Real Estate Settlement Procedures Act violation, 1 Graham Leach Bliley Act violation and 1 Bank Secrecy Act violation. 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 \$15,270.29 in refunds or credits to Maine consumers.

During fiscal year 2014, the Bureau's foreclosure prevention and outreach staff mailed informational letters to 42,522 homeowners in default on their home loans, an increase from the fiscal year 2013 total of 41,141 such mailings, and completed over 918 referrals to housing counselors under contract with the Bureau, a decrease from the 1,090 referrals made in fiscal year 2013.

The agency licensed or registered the following numbers of creditors and businesses in fiscal year 2014: Supervised Lenders (247 main offices, 373 branches): 620; Other Creditors: 1,007\*; Sales Finance Companies (160 main offices, 41 branches): 201; Insurance Premium Finance Companies: 4; Debt Collectors (566 main offices, 444 branches): 1,010; Loan Brokers: (77 main office, 12 branches): 89; Mortgage Loan Originators: 2,526; Credit Reporting Agencies: 33; Money Transmitters: 67; Money Transmitter Delegates: 711; Non bank ATM Machine Operators: 1,629; Debt Management Service Providers (debt adjusters): 55; Employee Leasing Companies: 97; Check Cashers: 7; Payday Lenders: 12; Refund Anticipation Loan Providers: 55; Residential Real Estate Property Preservation Companies: 7; Exchange Facilitators: 14; NSF Check Diversion Companies: 2;

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Repossession Companies: 28; Litigation Funding Providers: 4; Real Estate Settlement Agencies: 244; and Payroll Processors: 289. In total, the Bureau provided regulatory oversight with respect to 8,711 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories: Loan Servicers: 276; Mobile Home Dealers: 9; New Car Dealers: 112; Used Car Dealers: 187; Rent-to-Own Merchants: 57; Pawnbrokers: 62; and Miscellaneous Retail Creditors: 304. 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, NSF Check Diversion Companies, IRS Code Escrow Exchange Facilitators, Insurance Premium Finance Companies, Payday Lenders, Payroll Processors, Refund Anticipation Loan Facilitators and Mortgage Loan Originators.

REGISTRATIONS: Consumer Credit Code Annual Creditor Notifications, 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 Guide: Consumer Credit 101

Downeaster Common Sense Guide: Gone Phishing - Identifying and Avoiding Consumer Scams

Downeaster Common Sense Guide: Finding, Buying and Keeping Your Maine Home

Downeaster Guide to Elder Financial Protection

(All free to Maine residents)

**FINANCES, FISCAL YEAR 2014:** 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	598,762		598,762			
HEALTH BENEFITS	201,121		201,121			
RETIREMENTS	114,670		114,670			
OTHER FRINGE BENEFITS	10,600		10,600			
CONTRACTUAL SERVICES	936,266		936,266			
RENTS	34,115		34,115			
COMMODITIES	9,359		9,359			
TRANSFER TO OTHER FUNDS	23,689		23,689			
<b>TOTAL EXPENDITURES</b>	<b>1,928,582</b>		<b>1,928,582</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

### 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 therapy, dental hygiene, denturism, dental radiography,

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

expanded function dental assisting, or independent practice of dental hygiene in Maine; collect payment of specified fees to register dentists, dental hygienists, denturists and independent practice dental hygienists biannually, and radiographers and expanded function dental assistants 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 2014, 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 dentists became newly licensed in the State of Maine for a total of 867 dentists currently registered for the biennium. Of these, 161 list an out of state residence and/or practice. The Board issued 56 new licenses to hygienists totaling 1,403 licensees, 122 of which are out-of-state. The Board issued one new denturist licenses this fiscal year, making the total number of Maine licensed denturists 45. Of these, 23 list an out of state residence and/or practice. Registered dental radiographers now total 1,456. There are 114 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 542. Thirty-one new nitrous oxide permits were issued to licensed hygienists this fiscal year, which brings the total number to 254. The Board also issued eight new certificates to practice as an expanded function dental assistant bringing the total number to 65. In addition, the Board issued eight independent practice dental hygiene licenses during fiscal year 2014 which now brings the total to 70. 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 Therapy  
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)

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### PUBLICATIONS:

"Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology"  
Newsletter/Bulletin

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF DENTAL EXAMINERS	<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	111,563		111,563			
HEALTH BENEFITS	50,185		50,185			
RETIREMENTS	18,411		18,411			
OTHER FRINGE BENEFITS	2,143		2,143			
COMPUTER SERVICES	13,748		13,748			
CONTRACTUAL SERVICES	102,211		102,211			
RENTS	16,882		16,882			
COMMODITIES	1,697		1,697			
GRANTS, SUBSIDIES, PENSIONS	32,500		32,500			
TRANSFER TO OTHER FUNDS	9,482		9,482			
<b>TOTAL EXPENDITURES</b>	<b>358,822</b>		<b>358,822</b>			

## STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

### DAVID JACKSON, EXECUTIVE DIRECTOR

*Central Office* 295 WATER ST., STE. 207, AUGUSTA, ME 04330

*Mail Address* 92 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1935

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 322 *Citation* T0032

*FAX* (207) 287-3239

*Telephone* (207) 287-3236

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

### 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). Board members participate in NCEES activities and serve on national committees with other member boards from all fifty states, the District of Columbia, and four territorial jurisdictions. This facilitates reciprocal licensure processes and helps assure minimum competence to practice. Board members also maintain membership in state and national engineering societies. These efforts keep the Board informed of trends and activities in the engineering profession.

### PROGRAM:

As of June 30, 2014, a total of 5,874 professional engineers were licensed in Maine. Of the professional engineers licensed in Maine, 1,995, or slightly fewer

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

than 34%, have a residential address in Maine.

During FY 2014, 282 candidates were licensed as professional engineers. Of those candidates, 62 qualified for original licensure through written examination, 2 qualified through oral examination, and 218 qualified for licensure by comity with other jurisdictions. The applications of the 186 comity applicants whose records are maintained by NCEES had an expedited approval process because their credentials were previously verified by NCEES. Statutory change eliminated the oral exam option effective October 9, 2013.

Professional qualifying examinations are administered each fall and spring under an agreement between the Board and the NCEES. The Principles and Practices Exam (PE) and the Structural Exam (SE) are qualifying exams for professional engineering licensure. The Fundamentals of Engineering Exam (FE) is a qualification for engineer-intern certification.

Fall examinations given at Orono, ME in October 2013 had the following results:

PE exam candidates: 58 PE passed: 40  
SE exam candidates: 5 SE passed: 2\*  
FE exam candidates: 143 FE passed: 85

Spring examinations given at Orono, ME in April 2014 had the following results:

PE exam candidates: 92 PE passed: 65  
SE exam candidates: 6 SE passed: 0\*

\*The SE exam is a two-component exam. A passing score is reflected only after a candidate has successfully completed both portions of the exam.

As of January 2014, the FE exam is administered exclusively as a computer-based examination during four two-month testing periods each year, with registration for the FE exam open year-round. Statute and Rule changes were implemented to facilitate access to the computer-based FE exam. Instead of applying to the Board to be approved to sit for the exam, applicants now apply for Engineer-Intern Certification only after passing the FE exam.

The Board held six meetings during fiscal year 2014: August 15, 2013, November 21, 2013, January 16, 2014, March 20, 2014, May 1, 2014 and June 19, 2014.

### LICENSES:

Professional Engineer License  
Engineer-Intern Certification

### PUBLICATIONS:

"Roster of Professional Engineers" \$10.00 - available online for free.  
"Title 32, Revised Statutes of Maine, Chapter 19, Engineers"  
"02-322 C.M.R. Ch. 1-6"  
"Newsletter" - Twice each year

**FINANCES, FISCAL YEAR 2014:** 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	66,803		66,803			
HEALTH BENEFITS	21,337		21,337			
RETIREMENTS	14,114		14,114			
OTHER FRINGE BENEFITS	1,300		1,300			
COMPUTER SERVICES	4,480		4,480			
CONTRACTUAL SERVICES	133,624		133,624			
RENTS	13,164		13,164			
COMMODITIES	3,608		3,608			
TRANSFER TO OTHER FUNDS	7,886		7,886			
<b>TOTAL EXPENDITURES</b>	<b>266,316</b>		<b>266,316</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BUREAU OF FINANCIAL INSTITUTIONS**  
**LLOYD P. LAFOUNTAIN III, SUPERINTENDENT**

WATS (207) 624-8570

*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

**PURPOSE:**

The Bureau of Financial Institutions was established to supervise all financial institutions chartered by the State to maintain and promote: safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare.

The Bureau has been given the authority and responsibility to: promulgate rules and regulations to govern the activities, operations and procedures of financial institutions; conduct an on-site examination of each financial institution supervised by the Bureau at least every 36 months; require reports and information necessary for proper supervision; summon persons and subpoena witnesses in connection with Bureau matters; order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; and approve or deny applications for new charters and applications by existing financial institutions to merge, acquire, consolidate, close offices or convert to another charter. In January 1996, the Bureau assumed the responsibility for enforcing Title 9-A M.R.S.A., the Maine Consumer Credit Code, with respect to financial institutions. In 2004, the Bureau assumed the responsibility for licensing payroll processors that are financial institutions or subsidiaries of financial institutions.

**ORGANIZATION:**

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 2014, 15 safety and soundness examinations and 42 specialized examinations (i.e., trust, compliance, information technology, and visitations) were completed. In addition, 2 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 fiscal year 2014, the Bureau received and processed 8 notifications from Maine financial institutions to establish, close or relocate a branch location; and approved 3 applications: two from Maine financial institutions to purchase certain assets and assume certain deposit liabilities from two federally-chartered financial institutions headquartered in Maine, and the third from a Maine financial institution to reorganize into a mutual holding company formation, which consummated on September 4, 2014. The Bureau also issued a certificate canceling the charter of a Maine financial institution as a result of a voluntary liquidation and dissolution decreed by Maine Superior Court.

The Consumer Outreach Program provides a source of information for users of

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

financial services in Maine. Through this program, the Bureau mediates disputes and interacts with the regulated community to resolve individual situations. In fiscal year 2014, the Bureau responded to 354 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

### PUBLICATIONS:

Annual Report from the Superintendent to the Legislature for 2013. (Back issues 1996-2012 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 2014:** 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	911,733		911,733			
HEALTH BENEFITS	298,446		298,446			
RETIREMENTS	169,205		169,205			
OTHER FRINGE BENEFITS	17,615		17,615			
COMPUTER SERVICES	455		455			
CONTRACTUAL SERVICES	240,410		240,410			
RENTS	61,765		61,765			
COMMODITIES	8,173		8,173			
TRANSFER TO OTHER FUNDS	25,043		25,043			
COST OF GOODS SOLD						
<b>TOTAL EXPENDITURES</b>	1,732,845		1,732,845			

## BUREAU OF INSURANCE

### ERIC CIOPPA, SUPERINTENDANT

*WATS* (800) 300-5000

*Central Office* 76 NORTHERN AVE., GARDINER, ME 04345

*Mail Address* 34 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1970

*FAX* (207) 624-8599

*Telephone* (207) 624-8475

*Reference PolicyArea* 07 *Umbrella* 02 *Unit* 031 *Citation* T0024A *M.R.S.A., Sect.* 000000200

### 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. The examinations assess the internal control environment of the insurer, the insurer's prospective risks, and, the financial condition of the insurer. In addition, the Bureau has certain limited responsibilities for the examination of



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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 total 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 subject to Title 39-A. The Bureau provides assistance to consumers regarding certain insurance related matters. The Bureau may seek suspension or revocation of licenses, or impose financial penalties in instances where insurance companies, producers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A. Such enforcement action may result from a complaint or other investigation or a market conduct examination undertaken by the Bureau.

### **ORGANIZATION:**

In 1868, a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### 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.

### 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF INSURANCE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,594,989		3,594,989			
HEALTH BENEFITS	1,194,560		1,194,560			
RETIREMENTS	668,299		668,299			
OTHER FRINGE BENEFITS	69,093		69,093			
COMPUTER SERVICES	4,737		4,737			
CONTRACTUAL SERVICES	1,124,099		1,124,099			
RENTS	220,676		220,676			
COMMODITIES	35,534		35,534			
TRANSFER TO OTHER FUNDS	89,967		89,967			
<b>TOTAL EXPENDITURES</b>	<b>7,001,954</b>		<b>7,001,954</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**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

*TTY* (888) 577-6690

*FAX* (207) 624-8637

*Telephone* (207) 624-8603

*M.R.S.A., Sect.* 000008003

**PURPOSE:**

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 fields. 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 55 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 fiscal year 2014 (July 1, 2013 - June 30, 2014), 1658 complaints were active, 1,301 new complaints were opened, and 1,248 were closed.

**Internet Address:** <http://www.maine.gov/professionallicensing>

**LICENSES:**

During fiscal year 2014, the Office of Professional and Occupational Regulation maintained more than 110,000 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. The agency uses the state GovDelivery subscription service to update licensees and the public about new information and important developments in each program.

# DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2014:** 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	2,259,983		2,259,983			
HEALTH BENEFITS	818,744		818,744			
RETIREMENTS	404,940		404,940			
OTHER FRINGE BENEFITS	44,232		44,232			
COMPUTER SERVICES	89,234		89,234			
CONTRACTUAL SERVICES	1,199,859		1,194,155		5,704	
RENTS	340,987		330,576		10,411	
COMMODITIES	29,518		29,518			
GRANTS, SUBSIDIES, PENSIONS						
TRANSFER TO OTHER FUNDS	98,551		98,245		306	
<b>TOTAL EXPENDITURES</b>	<b>5,286,048</b>		<b>5,269,627</b>		<b>16,421</b>	

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

**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. In 2014, the Legislature added a physician assistant member to the Board. Currently the Board is composed of 6 physicians, one physician assistant 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 11 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

preceding appointment. Public members or an immediate household member may earn 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, reprimand, censure 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 calendar year 2013, the Board ordered twenty-three (23) 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF LICENSURE IN MEDICINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	563,169		563,169			
HEALTH BENEFITS	195,446		195,446			
RETIREMENTS	98,747		98,747			
OTHER FRINGE BENEFITS	11,877		11,877			
COMPUTER SERVICES	55,165		55,165			
CONTRACTUAL SERVICES	348,660		348,660			
RENTS	73,070		73,070			
COMMODITIES	9,408		9,408			
GRANTS, SUBSIDIES, PENSIONS	89,602		89,602			
TRANSFER TO OTHER FUNDS	23,190		23,190			
<b>TOTAL EXPENDITURES</b>	<b>1,468,334</b>		<b>1,468,334</b>			

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

*FAX* (207) 287-1149

*Telephone* (207) 287-1133

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 380 *Citation* T0032 *M.R.S.A., Sect.* 000002151

**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 2014, the Board met in 8 regular sessions for a total of 12 days; the Board met in 15 subcommittee sessions for a total of 15 days; the Board met in 6 adjudicatory hearing sessions for a total of 3 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 Licensure Compact which

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 15 Board-approved nursing programs: 14 to prepare registered nurses and 2 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; University of Maine at Fort Kent; University of New England; and Kaplan University. 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 2014, the Board received 252 provider reports or complaints of illegal or unsafe nursing practice. The Board took the following actions in fiscal year 2014: revocation of license (3); suspended license (7); accepted voluntary surrender of license (29); placed license on probation (33); warned, censured, reprimanded or fined (20); terminated probation (13); took no action/dissmised complaint (138); license renewal denied (1); fined for unlicensed practice (143); denied licensure by endorsement (1); denied licensure by examination (1); denied reinstatement (2); letters of concern issued (70).

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 2014:

Registered Professional Nurses from other states: (766), from Canada: (4), from other countries: (4) Licensed Practical Nurses: from other states: (81), from Canada: (1), from other countries (0).

Nurses licensed by Examination during fiscal year 2014:

Registered Professional Nurses (775)

Licensed Practical Nurses (62)

Nurses licensed by Renewal and Reinstatement during fiscal year 2014:

Registered Professional Nurses licensed by: Renewal (10265), Reinstatement (499)

Licensed Practical Nurses licensed by: Renewal (1075), Reinstatement (102)

### **TOTAL ACTIVE LICENSES:**

Registered Professional Nurses: 23,468 (includes 1890 APRN)

Licensed Practical Nurses: 2512

### **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 2014:** 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	349,701		349,701			
HEALTH BENEFITS	109,927		109,927			
RETIREMENTS	64,595		64,595			
OTHER FRINGE BENEFITS	6,317		6,317			
COMPUTER SERVICES	28,744		28,744			
CONTRACTUAL SERVICES	270,324		270,324			
RENTS	49,015		49,015			
COMMODITIES	14,465		14,465			
TRANSFER TO OTHER FUNDS	19,554		19,554			
<b>TOTAL EXPENDITURES</b>	<b>912,642</b>		<b>912,642</b>			

## STATE BOARD OF OPTOMETRY

### LINDA CAMERON O.D., PRESIDENT

*Central Office* GARDINER ANNEX, GARDINER, ME 04345

*Mail Address* 113 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1909

*FAX* (207) 624-8692

*Telephone* (207) 624-8691

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 382 *Citation* T0032 *M.R.S.A., Sect.* 000002415

#### PURPOSE:

The Maine State Board of Optometry was established to protect the people of Maine through regulation to maintain high professional standards in the practice of optometry. The primary responsibilities of the Board are to examine and license qualified applicants to practice the profession of optometry, to renew all licenses annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program approved by the Board, and to revoke, refuse or suspend any license for violation of the laws relating to optometry.

The Board investigates all complaints and cases of non-compliance with optometry law and rules, and makes recommendations for disposition. It also enforces standards established by law and makes such other reasonable rules, consistent with the law, as the Board deems necessary.

#### ORGANIZATION:

The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October 1973. The Board consists of 6 members appointed by the Governor for terms of 5 years. Five of the members must be resident optometrists engaged in active practice for a period of at least 5 years prior to their appointment. The sixth member must be a consumer member having no pecuniary interest in optometry or optical products. Annually, the Board elects a president, 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 complete 25 hours of continuing education requirements and \$350 renewal fee.

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 Therapeutic Advanced authority level must satisfy Section 2430-B (2) of Maine Optometry Law before their license can be upgraded to Therapeutic Advanced

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Glaucoma.

### COMPLAINTS:

The Board received four complaints in 2014. The Board voted to dismiss four complaints on the ground of no violation of Maine Optometry Laws/Rules and administered one letter of guidance to the licensee.

### 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/professionallicensing/professions/optometry/index.html>

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### STATE BOARD OF OPTOMETRY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	24,113		24,113			
HEALTH BENEFITS	10,253		10,253			
RETIREMENTS	4,177		4,177			
OTHER FRINGE BENEFITS	488		488			
COMPUTER SERVICES	1,340		1,340			
CONTRACTUAL SERVICES	15,106		15,106			
COMMODITIES	374		374			
TRANSFER TO OTHER FUNDS	4,333		4,333			
TOTAL EXPENDITURES	60,184		60,184			

## 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

### 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 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

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF OSTEOPATHIC LICENSURE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	49,431		49,431			
HEALTH BENEFITS	14,851		14,851			
RETIREMENTS	8,083		8,083			
OTHER FRINGE BENEFITS	647		647			
COMPUTER SERVICES	3,683		3,683			
CONTRACTUAL SERVICES	121,927		121,927			
RENTS	9,778		9,778			
COMMODITIES	2,020		2,020			
TRANSFER TO OTHER FUNDS	5,083		5,083			
<b>TOTAL EXPENDITURES</b>	<b>215,503</b>		<b>215,503</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

OFFICE OF SECURITIES

JUDITH M. SHAW, SECURITIES ADMINISTRATOR

WATS (877) 624-8551

TTY (888) 577-6690

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

**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 2014, the Office received and processed 32,505 applications and amendments to register securities, terminations of registrations, and notice filings for federally covered securities (increase of 5% over fiscal year 2013); and 397 private placement filings and amendments (17% increase). As of June 2014, there were 1,269 broker-dealers licensed to do business in Maine (the same number as in June 2013); 99,012 licensed agents of broker-dealers (5% increase); 1,041 investment adviser licensees or notice filers (2% increase); and 2,372 licensed investment adviser representatives (7% increase). In connection with the Office's review of licensing applications, the Office processed 69 broker-dealer applications, (1% increase from fiscal year 2013); 22,808 agent applications (15% increase); 10 investment adviser license applications (33% decrease); and 370 investment adviser representative applications (33% increase). The Office now receives and processes most securities filings and license applications electronically.

In fiscal year 2014, the Office conducted 18 examinations of licensee offices.

In fiscal year 2014, through its enforcement efforts, the Office sanctioned 18 respondents. The Office ordered or obtained a judgment ordering the payment of restitution to investors in the amount of \$88,000.00 and assessed \$217,598.73 in penalties for violations of Maine's securities and business opportunity laws. The

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Office entered into 6 consent agreements and no consent orders and issued 3 cease and desist orders and no decision and orders. The Office referred no cases for civil or criminal prosecution and has no criminal cases awaiting trial.

In fiscal year 2014, the Office collected \$27,425,328.73 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SECURITIES	<b>TOTAL FOR ALL</b>		<b>SPECIAL</b>			
	<b>FUNDS</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>		<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	784,020		784,020			
HEALTH BENEFITS	247,127		247,127			
RETIREMENTS	149,757		149,757			
OTHER FRINGE BENEFITS	14,759		14,759			
COMPUTER SERVICES	2,272		2,272			
CONTRACTUAL SERVICES	205,079		205,079			
RENTS	39,847		39,847			
COMMODITIES	7,622		7,622			
TRANSFER TO OTHER FUNDS	27,803		27,803			
<b>TOTAL EXPENDITURES</b>	<b>1,478,286</b>		<b>1,478,286</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

**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/opega>

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 - 2014

# OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**FINANCES, FISCAL YEAR 2014:** 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	435,795	435,795				
HEALTH BENEFITS	115,765	115,765				
RETIREMENTS	75,419	75,419				
OTHER FRINGE BENEFITS	9,123	9,123				
COMPUTER SERVICES	8,485	8,485				
CONTRACTUAL SERVICES	46,454	46,454				
COMMODITIES	570	570				
<b>TOTAL EXPENDITURES</b>	691,611	691,611				
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	435,795	435,795				
HEALTH BENEFITS	115,765	115,765				
RETIREMENTS	75,419	75,419				
OTHER FRINGE BENEFITS	9,123	9,123				
COMPUTER SERVICES	8,485	8,485				
CONTRACTUAL SERVICES	46,454	46,454				
COMMODITIES	570	570				
<b>TOTAL EXPENDITURES</b>	691,611	691,611				

DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

JOHN E. MORRIS, COMMISSIONER

GREG COUTURE, ASST TO THE COMMISSIONER

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TTY (207) 287-3659

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Mail Address 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 FAX (207) 287-3042

Established 1971

Telephone (207) 626-3803

Reference PolicyArea 06 Umbrella 16 Unit 219 Citation T0025 M.R.S.A., Sect. 000002901

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.

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 had been the responsibility of the Bureau of State Police within the Department of Public Safety. Sixty 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. In 2014 the Orono Regional Communications Center Moved from Orono to Bangor along with several units of the Maine State Police.

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



## DEPARTMENT OF PUBLIC SAFETY

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. This Bureau has been consolidated under the Fire Marshal's Office.  
The financial data includes expenses of Emergency Medical Services.

### PROGRAM:

Other than administration of the department, the activities during fiscal year 2013-14 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EXPENDITURES	TOTAL FOR ALL FUNDS		GENERAL FUND	SPECIAL REVENUE FUNDS		HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	33,682,623		13,979,050	5,767,307		9,676,865	980,434	3,278,967
HEALTH BENEFITS	11,554,482		4,801,487	1,909,950		3,409,826	314,398	1,118,821
RETIREMENTS	7,857,790		3,324,709	1,436,479		2,333,795	197,405	565,402
OTHER FRINGE BENEFITS	1,201,728		555,188	176,152		392,994	14,564	62,830
COMPUTER SERVICES	3,972,005		1,958,961	413,501		1,026,991	343,924	228,628
CONTRACTUAL SERVICES	19,614,904		9,865,465	2,318,192		5,055,152	2,216,849	159,246
RENTS	1,680,431		1,040,712	296,280		231,976	4,372	107,091
COMMODITIES	1,731,523		804,692	238,502		506,145	145,129	37,055
GRANTS, SUBSIDIES, PENSIONS	8,588,047		93,560	5,374,183		36,510	3,083,794	
EQUIPMENT	952,317			679,772		178,160	94,385	
INTEREST-DEBT RETIREMENT	2,158,680		1,318,448			840,232		
TRANSFER TO OTHER FUNDS	940,375			351,342		414,631	73,738	100,664
<b>TOTAL EXPENDITURES</b>	<b>93,934,905</b>		<b>37,742,272</b>	<b>18,961,660</b>		<b>24,103,277</b>	<b>7,468,992</b>	<b>5,658,704</b>

EXPENDITURES	TOTAL FOR ALL FUNDS		GENERAL FUND	SPECIAL REVENUE FUNDS		HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	610,890		334,884	146,107		48,120	81,779	
HEALTH BENEFITS	180,241		83,824	44,111		16,646	35,660	
RETIREMENTS	96,238		43,510	27,795		10,344	14,589	
OTHER FRINGE BENEFITS	13,240		7,275	3,214		1,042	1,709	
COMPUTER SERVICES	183,462		140,870	31,427		1,428	9,737	
CONTRACTUAL SERVICES	2,245,341		566,452	125,980		646,133	906,776	
RENTS	66,949		43,071	1,167		18,339	4,372	
COMMODITIES	13,264		9,362	3,144		212	546	
GRANTS, SUBSIDIES, PENSIONS	1,073,435		74,392	14,492			984,551	
EQUIPMENT	137,037			137,037				
TRANSFER TO OTHER FUNDS	39,186			6,914		13,415	18,857	
<b>TOTAL EXPENDITURES</b>	<b>4,659,283</b>		<b>1,303,640</b>	<b>541,388</b>		<b>755,679</b>	<b>2,058,576</b>	

## BUREAU OF BUILDING CODES AND STANDARDS

### RICHARD MCCARTHY, PS LIC/INSP SUPERVISOR

*WATS* (800) 452-4664  
*TTY* (207) 287-3659

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX* (207) 287-6251  
*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

## DEPARTMENT OF PUBLIC SAFETY

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.

Financial data is included under Office of the State Fire Marshal Unit 224.

### **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.

### **LICENSES:**

none

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF CAPITOL POLICE**

**RUSSELL GAUVIN, CHIEF**

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

*Mail Address* 68 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX* (207) 287-6212

*Established* 2009

*Telephone* (207) 287-4357

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 656 *Citation* T000025 *M.R.S.A., Sect.* 00002902

**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 twenty: The Capitol Police Chief, two sergeants, ten 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. During fiscal year 2014, a new unit within the Bureau of Capitol Police was created by the Governor's office to specifically deal with law enforcement, safety and security issues at the Riverview Psychiatric Center. Four police officers and a sergeant were added to provide full time police coverage at the facility. During fiscal year 2013-14, the employees within the Bureau found, initiated or responded to 32,538 documented events, incidents or activities. One hundred and sixty two 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 31 motor vehicle crashes. Officers issued 140 traffic summonses or warnings, and 690 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 2013-14, Security Screeners examined 105,605 items being brought into the building and prevented 891 dangerous items from being brought into the State House.

**LICENSES:**

The Bureau of Capitol Police issues Capitol Area Activity Permits. Fifty-four permits were issued during fiscal year 2013-14 for activities around the State House, in Capitol Park, and in the Capitol Area.

**PUBLICATIONS:**

Capitol Area Security Regulations

Rules and Regulations Relating to Parking on State property in the Capitol Area

## DEPARTMENT OF PUBLIC SAFETY

**FINANCES, FISCAL YEAR 2014:** 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	474,076	508,600	-34,524			
HEALTH BENEFITS	243,000	238,480	4,520			
RETIREMENTS	129,324	125,593	3,731			
OTHER FRINGE BENEFITS	16,681	16,183	498			
COMPUTER SERVICES	16,268	15,962	306			
CONTRACTUAL SERVICES	-13,631	17,493	-31,124			
RENTS	27,558	27,558				
COMMODITIES	11,677	4,954	6,723			
TOTAL EXPENDITURES	904,953	954,823	-49,870			

## 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* (207) 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 2014:** 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

*FAX* (207) 877-8027

*Established* 1973

*Telephone* (207) 877-8000

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 228 *Citation* T0025 *M.R.S.A., Sect.* 000002801A

### 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,

## DEPARTMENT OF PUBLIC SAFETY

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 \$1.8 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 17,808 hours of donated instructor time from 118 different agencies.

### PROGRAM:

During the year, the MCJA Board of Trustees certified 92 full-time state, county and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 292 corrections officers who graduated from the Basic Corrections Training Program, 130 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 11 law enforcement officers from the Basic Law Enforcement Training Program and 2 corrections officers from the Basic Corrections Training Program. The Board awarded 81 Instructor Certificates, 2 Executive Certificates, 28 Canine Handler Certificates and many others. During the training year, 69 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 15 for criminal conduct/convictions, waived 3 for criminal conduct/convictions and gave 23 consent agreements and /or suspensions for criminal conduct/convictions. The Academy also provided four classes online during 2013 through the Justice Planning and Management Associates.

### LICENSES:

1. 92 - Basic Law Enforcement Officer certifications
2. 130 - Part Time Law Enforcement Officer certifications
3. 292 - Basic Correctional Officer certifications
4. 2 - Law Enforcement Executive certifications
5. 9 - Physical Fitness Testing Protocols certifications
6. 81 - Instructor certifications
7. 7 - Law Enforcement Intermediate certifications
8. 4 - Law Enforcement Advanced certifications
9. 19 - Breath Testing Device Operators certifications
10. 0 - Correction Officer Advanced certifications
11. 17 - Municipal Ordinance Prosecutor's certifications
12. 0 - Traffic Crash Reconstruction Specialist certifications
13. 28 - Canine Handler Team certifications
14. 4 - Canine Trainer certifications
15. 18 - Drug Recognition Expert certifications
16. 0 - Federal Law Enforcement Officer Limited Authority certifications
17. 0 - Law Enforcement Chaplain certifications

### PUBLICATIONS:

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety

## DEPARTMENT OF PUBLIC SAFETY

### Annual Training Catalog

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CRIMINAL JUSTICE ACADEMY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	485,124		485,124			
HEALTH BENEFITS	204,450		204,450			
RETIREMENTS	90,044		90,044			
OTHER FRINGE BENEFITS	10,072		10,072			
COMPUTER SERVICES	44,345	42,476	1,869			
CONTRACTUAL SERVICES	627,121	331,017	296,104			
RENTS	11,419	10,423	996			
COMMODITIES	68,228	51,240	16,988			
TRANSFER TO OTHER FUNDS	164,985		164,985			
<b>TOTAL EXPENDITURES</b>	<b>1,705,788</b>	<b>435,156</b>	<b>1,270,632</b>			

## BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

### AMY J. BERRY, CHAIRPERSON

*Central Office* 30 ANTHOINE STREET, SOUTH PORTLAND, ME 04106  
*Mail Address* 30 ANTHOINE STREET, SOUTH PORTLAND, ME 04106 *FAX* (207) 799-4810  
*Established* 1969 *Telephone* (207) 799-5511  
*Reference* Policy Area 06 Umbrella 16 Unit 227 Citation T0025 M.R.S.A., Sect. 000002802

#### PURPOSE:

The primary responsibilities of the Board of Trustees are to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of 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 criminal prosecutor from one of the offices of the District Attorney, 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 92 full-time state, county and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 292 corrections officers who graduated from the Basic Corrections Training Program, and 130 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 11 law enforcement officers from the Basic Law Enforcement Training Program and 2 corrections officer from the Basic Corrections Training Program. The Board awarded 81 Instructor Certificates, 2 Executive Certificates, 28 Canine Handler Certificates and many others. During the training year, 69 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 15 for criminal conduct/convictions, waived 3 for

## DEPARTMENT OF PUBLIC SAFETY

criminal conduction/convictions and gave 23 consent agreements and /or suspensions for criminal conduct/convictions. The Academy also provided four classes online during 2013 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 2014:** 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 *TTY* (207) 287-3659  
*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

### **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 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.

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**FINANCES, FISCAL YEAR 2014:** 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	155,531	155,531				
HEALTH BENEFITS	39,106	39,106				
RETIREMENTS	12,885	12,885				
OTHER FRINGE BENEFITS	2,848	2,848				
COMPUTER SERVICES	126,595	78,295	48,300			
CONTRACTUAL SERVICES	3,029,012	2,235,984	176,821		616,207	
RENTS	732,480	583,646	148,834			
COMMODITIES	51,249	27,604	23,645			
EQUIPMENT	207,902		207,902			
TRANSFER TO OTHER FUNDS	4,390		1,722		2,668	
<b>TOTAL EXPENDITURES</b>	<b>4,361,998</b>	<b>3,135,899</b>	<b>607,224</b>		<b>618,875</b>	

## 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.* 00001534

### **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 it's 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



## DEPARTMENT OF PUBLIC SAFETY

that the Maine Public Utilities Commission hold a rate case for the setting of 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,278,967					3,278,967
HEALTH BENEFITS	1,118,821					1,118,821
RETIREMENTS	565,402					565,402
OTHER FRINGE BENEFITS	62,830					62,830
COMPUTER SERVICES	228,628					228,628
CONTRACTUAL SERVICES	159,246					159,246
RENTS	107,091					107,091
COMMODITIES	37,055					37,055
TRANSFER TO OTHER FUNDS	100,664					100,664
<b>TOTAL EXPENDITURES</b>	<b>5,658,704</b>					<b>5,658,704</b>

## EMERGENCY MEDICAL SERVICES BOARD

### JOHN BRADSHAW, JR., DIRECTOR

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 152 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-6251  
*Established* 1981 *Telephone* (207) 626-3860  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 163 *Citation* T0032 *M.R.S.A., Sect.* 000000088

### PURPOSE:

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 contracts 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; ~ 6,000 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 275,000 calls in 2013. Financial information related to EMS is included under Department of Public Safety unit 219.

### LICENSES:

Ambulance Vehicle Licenses  
Emergency Medical Service Vehicle Authorization  
Ambulance and First Responder Service Licenses and Permits  
Emergency Medical Responder, Emergency Medical Technician, Advanced EMT, EMT-Critical Care (grandfathered until 2016), and Paramedic Licensure  
EMS Training Centers  
EMS Instructor-Coordinator Certification  
Air Ambulance Licenses  
Emergency Medical Dispatcher  
Emergency Medical Dispatch Centers

### 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  
Maine EMS Paramedic Interfacility Transfer Program  
Maine EMS Training Curricula (Emergency Medical 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 2014:** 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 PolicyArea* 06    *Umbrella* 16    *Unit* 224    *Citation* T0025    *M.R.S.A., Sect.* 000002396

### 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. Financial data includes expenditures of the Bureau of Building Codes and Standards.

### 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 2014:** 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 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	1,921,349	119,288	1,802,061			
HEALTH BENEFITS	670,487	46,799	623,688			
RETIREMENTS	481,365	26,647	454,718			
OTHER FRINGE BENEFITS	40,762	2,232	38,530			
COMPUTER SERVICES	117,078	17,549	99,529			
CONTRACTUAL SERVICES	531,429	12,732	518,697			
RENTS	131,839	3,433	128,406			
COMMODITIES	67,682		67,682			
TRANSFER TO OTHER FUNDS	48,373		48,373			
<b>TOTAL EXPENDITURES</b>	<b>4,010,364</b>	<b>228,680</b>	<b>3,781,684</b>			

## GAMBLING CONTROL BOARD

### PATRICK J. FLEMING, EXECUTIVE DIRECTOR

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*Mail Address* 87 STATE HOUSE STATION, AUGUSTA, ME 04333-0087      *FAX* (207) 287-4356  
*Established* 2004      *Telephone* (207) 626-3900  
*Reference Policy Area* 06    *Umbrella* 16    *Unit* 633    *Citation* T0008    *M.R.S.A., Sect.* 000001001

#### PURPOSE:

The Gambling Control Board is responsible for the inspection, monitoring and investigation of the companies and individuals that are associated with the gaming activities at 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 during all hours the facilities are open 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 and an Office Assistant 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 Control 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  
Slot Machine and Table Game Distributors  
Gambling Services Vendors

## DEPARTMENT OF PUBLIC SAFETY

### Slot and Casino Facility Employees

**FINANCES, FISCAL YEAR 2014:** 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	710,499	710,499				
HEALTH BENEFITS	248,919	248,919				
RETIREMENTS	126,168	126,168				
OTHER FRINGE BENEFITS	16,228	16,228				
COMPUTER SERVICES	25,017	25,017				
CONTRACTUAL SERVICES	1,071,958	701,009	370,949			
RENTS	48,080	46,499	1,581			
COMMODITIES	4,512	1,616	2,896			
GRANTS, SUBSIDIES, PENSIONS	5,181,806		5,181,806			
TRANSFER TO OTHER FUNDS	8,326		8,326			
<b>TOTAL EXPENDITURES</b>	<b>7,441,513</b>	<b>1,875,955</b>	<b>5,565,558</b>			

## BUREAU OF HIGHWAY SAFETY

### LAUREN V. STEWART, DIRECTOR

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*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

#### 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### BUREAU OF HIGHWAY SAFETY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	239,662		17,564	20,904	201,194	
HEALTH BENEFITS	107,066		8,780	11,765	86,521	
RETIREMENTS	45,967		3,134	3,729	39,104	
OTHER FRINGE BENEFITS	4,773		384	393	3,996	
COMPUTER SERVICES	8,625		1,206	6,670	749	
CONTRACTUAL SERVICES	561,747		28,376	270,291	263,080	
RENTS	28,121			28,121		
COMMODITIES	13,973			7,143	6,830	
GRANTS, SUBSIDIES, PENSIONS	2,227,933		127,885	805	2,099,243	
EQUIPMENT	70,000				70,000	
TRANSFER TO OTHER FUNDS	20,766		1,222	7,177	12,367	
<b>TOTAL EXPENDITURES</b>	<b>3,328,633</b>		<b>188,551</b>	<b>356,998</b>	<b>2,783,084</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 PolicyArea* 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 2014:** 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**

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*Mail Address* 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX* (207) 287-3042

*Established* 1925

*Telephone* (207) 624-7200

*Reference PolicyArea* 06 *Umbrella* 16 *Unit* 222 *Citation* T0025 *M.R.S.A., Sect.* 000001501

**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, the State's designated intelligence fusion center, the State Bureau of Identification, and Maine's 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, on the 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

## BUREAU OF STATE POLICE

	<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	25,806,526	12,150,249	3,350,976	9,607,840	697,461	
HEALTH BENEFITS	8,742,392	4,144,358	1,024,401	3,381,416	192,217	
RETIREMENTS	6,310,397	2,989,905	857,058	2,319,722	143,712	
OTHER FRINGE BENEFITS	1,034,295	510,423	123,453	391,560	8,859	
COMPUTER SERVICES	3,221,987	1,638,793	230,863	1,018,893	333,438	
CONTRACTUAL SERVICES	11,402,682	6,000,779	832,389	4,138,728	430,786	
RENTS	526,897	326,082	15,298	185,517		
COMMODITIES	1,463,882	709,916	117,424	498,790	137,752	
GRANTS, SUBSIDIES, PENSIONS	104,873	19,168	50,000	35,705		
EQUIPMENT	537,378		334,833	178,160	24,385	
INTEREST-DEBT RETIREMENT	2,158,680	1,318,448		840,232		
TRANSFER TO OTHER FUNDS	553,686		119,801	394,040	39,845	
<b>TOTAL EXPENDITURES</b>	<b>61,863,675</b>	<b>29,808,121</b>	<b>7,056,496</b>	<b>22,990,603</b>	<b>2,008,455</b>	



PUBLIC UTILITIES COMMISSION

**PUBLIC UTILITIES COMMISSION**

**HARRY LANPHEAR, ADMIN DIR PUC**

**NANCY GOODWIN, ASST ADMIN DIR PUC**

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*Mail Address* 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 *FAX* (207) 287-1039

*Established* 1913

*Telephone* (207) 287-3831

*Reference PolicyArea* 07 *Umbrella* 65 *Unit* 407 *Citation* T0035A *M.R.S.A., Sect.* 000000103

*Units:*

*EMERGENCY SERVICES COMMUNICATION BUREAU*

*B-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 157 water utilities, 14 electric utilities, 7 gas utilities, 23 local telephone utilities, 1 water carrier, 297 competitive electricity providers, and 229 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(PUC). 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, 2014, 364 cases were filed with the Commission and the Commission closed 287 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 2013, CAD handled 9,347 consumer contacts, including 8,683 information requests and 664 complaints. The vast majority of complaints (90%) were related to the electric and telephone utilities with 9% attributable to telephone utilities and 81% attributable to electric utilities, 2% attributable to gas utilities, and 8% attributable to water utilities. In addition, the CAD ordered \$16,392 in abatements to customers. The CAD received 255 utility exemption requests during 2013. Finally, CAD received 473 requests from utilities to disconnect customers from service during the winter of 2013.

### **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 2014:** 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	3,950,914		3,895,565		55,349	
HEALTH BENEFITS	1,149,841		1,133,864		15,977	
RETIREMENTS	806,288		793,646		12,642	
OTHER FRINGE BENEFITS	74,350		73,155		1,195	
COMPUTER SERVICES	454,495		454,495			
CONTRACTUAL SERVICES	10,865,317	4,199,524	6,665,793			
RENTS	579,604		579,604			
COMMODITIES	38,135		38,135			
GRANTS, SUBSIDIES, PENSIONS	1,111,424		1,111,424			
TRANSFER TO OTHER FUNDS	59,413		59,413			
<b>TOTAL EXPENDITURES</b>	<b>19,089,781</b>	<b>4,199,524</b>	<b>14,805,094</b>		<b>85,163</b>	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,428,886		3,373,537		55,349	
HEALTH BENEFITS	999,180		983,203		15,977	
RETIREMENTS	706,264		693,622		12,642	
OTHER FRINGE BENEFITS	64,000		62,805		1,195	
COMPUTER SERVICES	375,728		375,728			
CONTRACTUAL SERVICES	868,765		868,765			
RENTS	522,104		522,104			
COMMODITIES	23,214		23,214			
GRANTS, SUBSIDIES, PENSIONS	1,108,924		1,108,924			
TRANSFER TO OTHER FUNDS	50,104		50,104			
<b>TOTAL EXPENDITURES</b>	<b>8,147,169</b>		<b>8,062,006</b>		<b>85,163</b>	

## EMERGENCY SERVICES COMMUNICATION BUREAU

### HARRY LANPHEAR, ADMIN DIR PUC

### MARIA JACQUES, DIR EMERGENCY SVCS COMMUN

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*Established* 2003

*Telephone* (207) 287-3831

*Reference Policy Area* 07 *Umbrella* 65 *Unit* 625 *Citation* T0025 *M.R.S.A., Sect.* 000002926

#### 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 July 2014, the Bureau completed 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 as standards are developed and tested. This dramatic change prepares Maine's system to receive and recognize the location of 9-1-1 requests from any of these devices.

Geographic Information Systems play a critical role within the Next Gen 9-1-1 system. Bureau staff provides local municipalities and counties technical assistance in the naming and numbering of all streets and road networks.

#### 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 2014:** 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	522,028		522,028			
HEALTH BENEFITS	150,661		150,661			
RETIREMENTS	100,024		100,024			
OTHER FRINGE BENEFITS	10,350		10,350			
COMPUTER SERVICES	78,768		78,768			
CONTRACTUAL SERVICES	9,996,551	4,199,524	5,797,027			
RENTS	57,500		57,500			
COMMODITIES	14,921		14,921			
GRANTS, SUBSIDIES, PENSIONS	2,500		2,500			
TRANSFER TO OTHER FUNDS	9,309		9,309			
<b>TOTAL EXPENDITURES</b>	10,942,612	4,199,524	6,743,088			

### E-9-1-1 COUNCIL

**THOMAS L. WELCH, CHAIRMAN - PUC**

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*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 2014:** 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, CHIEF DEPUTY SECRETARY

*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

**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, over 800 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.

## DEPARTMENT OF THE SECRETARY OF STATE

### PROGRAM:

The Department is made up of three bureaus: the Maine State Archives, the Bureau of Corporations, Elections and Commissions (CEC), and the Bureau of Motor Vehicles (BMV), and two Offices, the Office of the Secretary and the Office of Information Services. 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### DEPARTMENT SUMMARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	14,808,911	1,554,645	139,096	13,050,893	64,277	
HEALTH BENEFITS	6,215,006	619,974	69,513	5,500,098	25,421	
RETIREMENTS	2,713,070	281,396	27,773	2,392,434	11,467	
OTHER FRINGE BENEFITS	295,149	29,555	2,835	261,370	1,389	
COMPUTER SERVICES	3,289,108	108,149	142,866	1,834,235	1,203,858	
CONTRACTUAL SERVICES	5,337,782	611,924	24,100	4,505,016	196,742	
RENTS	1,507,868	3,434	2,651	1,501,082	701	
COMMODITIES	1,502,906	53,635	172,453	1,274,226	2,592	
GRANTS, SUBSIDIES, PENSIONS	1,005,156		993,000		12,156	
BUILDING IMPROVEMENTS	87,888			87,888		
EQUIPMENT	117,230			117,230		
TRANSFER TO OTHER FUNDS	1,678,633		29,209	1,561,392	88,032	
<b>TOTAL EXPENDITURES</b>	<b>38,558,707</b>	<b>3,262,712</b>	<b>1,603,496</b>	<b>32,085,864</b>	<b>1,606,635</b>	

## 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

## DEPARTMENT OF THE SECRETARY OF STATE

### **PURPOSE:**

The Division of Administrative Services provides services for the bureaus, divisions and sections within the Department of the Secretary of State. This includes the Bureau of Corporations, Elections and Commissions (CEC), the Maine Archives, 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, records management, 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. In May 2014, the Records Management and Retention section consisting of data entry, data management, central files, numerics, and micro-film/scanning was permanently assigned to Administrative Services as services are provided to the entire agency.

### **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. Records Management indexes vehicle and driver history and stores all records via micro-film or digital image following policies and statutory requirements for in-house/state agencies, municipalities, and law enforcement.

### **PUBLICATIONS:**

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2014:** 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 PolicyArea* 00 *Umbrella* 29 *Unit* 255 *Citation* T0005 *M.R.S.A., Sect.* 000000094

### **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

## DEPARTMENT OF THE SECRETARY OF STATE

retained, but which need not be maintained in higher-cost office space. Professional archival services include the selection and preservation of hard copy and digital 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 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. 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 are 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/).



# DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2014:** 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	440,629	427,366			13,263	
HEALTH BENEFITS	175,883	168,614			7,269	
RETIREMENTS	78,348	75,982			2,366	
OTHER FRINGE BENEFITS	7,901	7,632			269	
COMPUTER SERVICES	17,092	17,092				
CONTRACTUAL SERVICES	34,675	32,817	608		1,250	
RENTS	2,658	2,658				
COMMODITIES	33,600	32,451	1,149			
GRANTS, SUBSIDIES, PENSIONS	12,156				12,156	
<b>TOTAL EXPENDITURES</b>	<b>802,942</b>	<b>764,612</b>	<b>1,757</b>		<b>36,573</b>	

## DIVISION OF ARCHIVES 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* 255A *Citation* T0005 *M.R.S.A., Sect.* 000000095

#### PURPOSE:

##### PURPOSE

The Division of Archives Services was established under the authority of the State Archives to preserve, maintain, service and make available to the government and the public the permanently valuable (archival) documents of the State, including, for example, vital records of birth, death, marriage, divorce, and criminal records, governmental proceedings, photographs, maps, trademarks, and court proceedings.

#### ORGANIZATION:

The Division became operational upon the completion of construction of the Maine State Archives in 1971.

The number of in-person visits by researchers and the general 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:

Services in the Research Room include discreet quiet areas where researchers can examine archival documents, and computers and digital microfilm reader-printers which enhance the readability of images, whence they can be digitally scanned onto disks and other electronic recording devices, reproduced in paper form, and made available on the Internet.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**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) 624-7748  
*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 89,000 business entities and nonprofit corporations operating in the State and over 183,000 liens filed on personal property under the Uniform Commercial Code. The Division also administers the appointment, renewal and continuing education of over 23,000 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 liability companies and 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 3,800 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 45,000 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS**  
**JULIE FLYNN, DEPUTY SECRETARY OF STATE**

*Central Office* CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101  
*Mail Address* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX* (207) 287-5428  
*Established* 1989 *Telephone* (207) 624-7736  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250P *Citation* T0005 *M.R.S.A., Sect.* 000000081

**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.

**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

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Internet: [www.maine.gov/sos/cec/](http://www.maine.gov/sos/cec/)

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	<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	1,254,882	1,127,279	76,590		51,013	
HEALTH BENEFITS	514,375	451,359	44,864		18,152	
RETIREMENTS	228,012	205,414	13,497		9,101	
OTHER FRINGE BENEFITS	24,584	21,923	1,541		1,120	
COMPUTER SERVICES	1,183,957	91,057	142,866		950,034	
CONTRACTUAL SERVICES	486,051	579,107	16,491		-109,547	
RENTS	1,476	775			701	
COMMODITIES	23,775	21,183			2,592	
TRANSFER TO OTHER FUNDS	61,440		14,911		46,529	
<b>TOTAL EXPENDITURES</b>	<b>3,778,552</b>	<b>2,498,097</b>	<b>310,760</b>		<b>969,695</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) 624-9295  
*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 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 reports of traffic accidents and invokes the

## DEPARTMENT OF THE SECRETARY OF STATE

provisions of the Financial Responsibility Law against motorists involved. The Division also suspends licenses based on administrative determination that a person operated a motor vehicle with an excessive alcohol level or was under the legal drinking age and was operating a motor vehicle with any amount of alcohol. The Division manages the Ignition Interlock program and associated requirements that allow a driver to restore driving privileges with the installation of an approved ignition interlock device.

In 2008 the division implemented legal presence and residency laws which requires holders' of a driver's license or identification card to provide proof of legal presence in the US and residency or domicile in this state 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  
Driver License Examination Manuals - CDL, non-CDL and motorcycle

World Wide Web: <http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **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 PolicyArea* 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 2,750 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

## DEPARTMENT OF THE SECRETARY OF STATE

Voting Act (UOCAVA), and the Military and Overseas Voters Empowerment Act (MOVE), four federally mandated programs.

Additionally, the Division maintains records of approximately 2,100 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 2014:** 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 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 2014, the office completed a development project to upgrade the software for Administration Services. We began a multi-year document management project for BMV. We completed a rewrite of the UCC code for CBC. We kicked off the technical planning for a digital archives project for the Maine State Archives. In addition the office continued to provide support for the Central Voter Registration system, and the legacy software for Corporations. The office continues to provide desktop and server support for all Secretary of State users.

## DEPARTMENT OF THE SECRETARY OF STATE

**FINANCES, FISCAL YEAR 2014:** 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.* 000000152

#### **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, consumer complaints and all other law enforcement assignments, assigned by the Secretary of State. 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### DIVISION OF LEGAL AFFAIRS ROBERT O'CONNELL, DIRECTOR SUSAN COOKSON, ASSISTANT DIRECTOR

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 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

## DEPARTMENT OF THE SECRETARY OF STATE

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 2014:** 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**

**TTY** (711) 000-0000

*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 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 2014 and maintains a regular calendar of scheduled meetings.

### **PUBLICATIONS:**

Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF THE SECRETARY OF STATE

**BUREAU OF MOTOR VEHICLES**

**PATTY MORNEAULT, DEPUTY SECRETARY OF STATE  
LESLIE SOARES, SECRETARY SPECIALIST**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*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

**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 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.

## DEPARTMENT OF THE SECRETARY OF STATE

### LICENSES:

Operators License/Learners Permit - See Division of Driver License Services  
Driver Education School & Instructor Licenses - See Division of Driver License Services  
Commercial Registrations/Permits - See Division of Vehicle Services  
All Other Registrations/Permits - See Division of Vehicle Services  
State Identification Cards - See Division of Driver License Services  
Car Dealer Licensing - See Division of Vehicle Services

### PUBLICATIONS:

Title 29A - Motor Vehicle Laws  
For copies contact: Swan Island Press  
402 Pork Point Rd  
Bowdoinham, Maine 04008  
Tel: 207-666-8291

On the Internet: <http://www.maine.gov/sos/bmv/>

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	13,113,399		62,506	13,050,893		
HEALTH BENEFITS	5,524,747		24,649	5,500,098		
RETIREMENTS	2,406,710		14,276	2,392,434		
OTHER FRINGE BENEFITS	262,664		1,294	261,370		
COMPUTER SERVICES	2,088,059			1,834,235		253,824
CONTRACTUAL SERVICES	4,817,056		7,001	4,505,016		305,039
RENTS	1,503,733		2,651	1,501,082		
COMMODITIES	1,445,530		171,304	1,274,226		
GRANTS, SUBSIDIES, PENSIONS	993,000		993,000			
BUILDING IMPROVEMENTS	87,888			87,888		
EQUIPMENT	117,230			117,230		
TRANSFER TO OTHER FUNDS	1,617,192		14,298	1,561,392		41,502
TOTAL EXPENDITURES	33,977,208		1,290,979	32,085,864		600,365

## DIVISION OF PUBLIC SERVICES

**JENNIFER PEASE, DIRECTOR**  
**VICKI LAWRY, OFFICE SPECIALIST 1**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330

*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9013

*Established* 2007

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250N *Citation*

*Telephone* (207) 624-9008

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

### PURPOSE:

The Division of Public Services carries out the mission and objectives of the Bureau of Motor Vehicles under the direction of the Deputy Secretary of State and as prescribed by law. The focus of the Division is on providing a wide range of licensing and motor vehicle services to the citizens and businesses throughout the State of Maine, and maintaining offices at convenient places to carry out duties related to applications for registration of and licenses for the operation of motor vehicles.

### ORGANIZATION:

The Division of Public Services operates under the direction of the Deputy Secretary of State for the Bureau of Motor Vehicles. The Division is comprised of the Director and Office Specialist as well as three Senior Section Managers who oversee thirteen Branch Managers and sixty-three Customer Representative Associates in three Field Operations Units; the Southern, Central, and Northern Districts. Within the districts are thirteen branch office locations and two Mobile Units that visit twenty-four outreach stations throughout Maine.

## DEPARTMENT OF THE SECRETARY OF STATE

communities on a regular basis. In addition to the Field Operations Units, the Division also reaches the public through our partnership with eight AAA branch locations around the state.

### **PROGRAM:**

Services offered by the Division include, but are not limited to, the processing and issuance of commercial and non-commercial driver licenses, driver permits, state identification cards, commercial and passenger vehicle registrations, trailer registrations, commercial vehicle permits, and disability placards. The Division works closely with the many divisions within the Bureau of Motor Vehicles to follow changing requirements and address operational needs, and was recently reorganized to redouble its focus on public services. Efforts include providing a more user friendly lobby management system, improving efficiency through the identification and use of existing and emerging technologies, improvement of customer service commitments and relationships through personal contact, and increase the integrity between the Bureau and citizens of Maine.

**FINANCES, FISCAL YEAR 2014:** 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 PolicyArea* 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 2014, the State Records Center provided nearly 51,000 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 Secretary of State's Bureau of Information Services and with the Office of Information Technology to ensure the preservation of digital records and permanently valuable (archival) digital documents from 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, trademarks, photographs, muster rolls, and charts.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**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 PolicyArea* 00 *Umbrella* 29 *Unit* 666 *Citation* T000005 *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 2011, chapter 304 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.

**PROGRAM:**

The Board held an organizational meeting at the beginning of the year, and three 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 and Governor with recommendations based on the work of the board over the past year.

**FINANCES, FISCAL YEAR 2014:** 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 PolicyArea* 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 2011, chapter 304 and reports directly to the Secretary of State.

**PROGRAM:**

The Bureau of Special Advocate established and followed protocols to directly assist 18 businesses seeking to address a variety of regulatory actions; assisted small businesses with legislation proposing statutory changes in aquaculture leasing and development of Crowdfunding legislation. Additionally, helped at least 30 businesses with referrals and other guidance; and staffed the Regulatory Fairness Board.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**DIVISION OF VEHICLE SERVICES**

**GARRY HINKLEY, DIRECTOR**

TTY (207) 624-9085

*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/overweight permits for the movement of non-divisible loads. The division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions. The division conducts motor carrier audits for IRP, IFTA, and UCR compliance.

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.

In 2014, the Division implemented a new web-based IFTA computer system; and

## DEPARTMENT OF THE SECRETARY OF STATE

implemented a non-governmental registration agent program to allow non-governmental agents to issue long term and annual trailer registrations, and motor vehicle registrations.

### **LICENSES:**

Fuel Use Identification Decals  
Highway Crossing Permits (golf carts, etc.)  
Island Use Only Registrations  
Short Term Gross Weight Permit (booster)  
Special Gross Weight Increase  
Transit Plate (allows one-way trip of unregistered vehicle)  
Vehicle Registrations (all classes)  
Certificates of Title  
New and Used Car Dealer  
Equipment Dealer  
Motorcycle Dealer  
Trailer Transit  
Boat and Snowmobile Trailer Dealer  
Heavy Trailer  
Loaner  
Transporter  
Recycler  
Vehicle Auction  
International Fuel Tax Agreement Licenses  
Long Term Trailer Registrations  
Commercial Vehicle Registrations; IRP Registrations and Trip Permits  
Operating Authority Permits, including UCR  
Over dimensional Permits

### **PUBLICATIONS:**

Brochures covering registration requirements  
Rules and Regulations  
Title Manual  
Laws for the Operation of Commercial Vehicles  
International Registration Plan Manual  
Fuel Tax Licensing Procedures  
Motor Carrier Manual

**FINANCES, FISCAL YEAR 2014:** 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****GRANT T. PENNOYER, EXECUTIVE DIRECTOR***Central Office* 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 beginning 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 2014:** 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>						
CONTRACTUAL SERVICES	591,099	591,099				
COMMODITIES						
<b>TOTAL EXPENDITURES</b>	591,099	591,099				

## RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE

	<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	591,099	591,099				
COMMODITIES						
<b>TOTAL EXPENDITURES</b>	591,099	591,099				

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  
*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 2014:** 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	78,531,481		1,863,166	54,896,627	12,484,312	9,287,376
HEALTH BENEFITS	33,768,153		467,460	24,653,113	4,695,191	3,952,389
RETIREMENTS	14,331,644		235,852	10,178,887	2,257,737	1,659,168
OTHER FRINGE BENEFITS	1,811,888		24,111	1,317,280	220,262	250,235
COMPUTER SERVICES	6,137,417		-319,049	5,538,664	565,714	352,088
CONTRACTUAL SERVICES	96,191,129		9,281,619	36,085,370	28,796,122	22,028,018
RENTS	28,791,302		375,063	23,367,234	905,943	4,143,062
COMMODITIES	26,215,469		1,058,846	19,639,621	3,021,047	2,495,955
GRANTS, SUBSIDIES, PENSIONS	37,234,917		3,474,116	25,224,626	8,336,703	199,472
PURCHASE OF LAND	8,512,192		1,315,596			7,196,596
EQUIPMENT	253,333,835		47,298,462	35,798,842	143,343,239	26,893,292
INTEREST-DEBT RETIREMENT	36,266,242			20,308,548	15,950,635	7,059
TRANSFER TO OTHER FUNDS	7,661,166		179,650	7,130,681	82	350,753
<b>TOTAL EXPENDITURES</b>	<b>628,786,835</b>		<b>65,254,892</b>	<b>264,139,493</b>	<b>220,576,987</b>	<b>78,815,463</b>

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

**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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCE AND ADMINISTRATION	<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	4,613,526		38,512	4,575,014		
HEALTH BENEFITS	1,781,952		18,484	1,763,468		
RETIREMENTS	866,856		6,858	859,998		
OTHER FRINGE BENEFITS	86,714		750	85,964		
COMPUTER SERVICES	1,131,249			1,131,249		
CONTRACTUAL SERVICES	1,846,377		122,884	1,723,493		
RENTS	228,119		20,438	207,681		
COMMODITIES	429,537		3,546	425,991		
GRANTS, SUBSIDIES, PENSIONS						
TRANSFER TO OTHER FUNDS	718,914		678	718,236		
<b>TOTAL EXPENDITURES</b>	<b>11,703,244</b>		<b>212,150</b>	<b>11,491,094</b>		

**MAINE AERONAUTICAL ADVISORY BOARD**

**SCOTT ROLLINS, ASST. BUREAU DIRECTOR**

*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) 624-3557  
*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 statewide 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 2014:** 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 State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

### **ORGANIZATION:**

The Maine State Ferry Advisory Board shall consist of one member and one alternate member from each of the island municipalities and plantations served by the Maine State Ferry Service and three members appointed by the Commissioner of Transportation.

### **PROGRAM:**

Throughout the year, the board met bi-monthly and dealt with a number of challenging issues. In fiscal year 2014, the Board advised MSFS management on the following key issues:

- The condition of the Matinicus wharf;
- Maintenance and improvement of terminal infrastructure;
- Islesboro crew quarters improvements;
- New parking systems at the Rockland terminal;
- Updated emergency trip policy memorandum and various tariff amendments;
- Frenchboro's cancellation and makeup trip policies and the associated impact on Swan's Island;
- Periodic Financial and Ridership reports;

## DEPARTMENT OF TRANSPORTATION

- Proposed operational changes to the Rockland terminal line rules which were intended to reduce the overflow line and increase safety and efficiency. The information gained from the public process revealed that the negative impacts may have exceeded the benefits. As an alternative, during the summer season, some of the short term parking was repurposed to increase overflow line capacity;

- Staffing concerns particularly related to a shortage of able seaman - over the year we have had multiple Ferry Able Seaman position vacancies and have not been able to attract and hire qualified candidates to fill all the vacancies. In April of this year, we were authorized to hire at a minimum of step four on the salary range and up to step seven based on experience. This resulted in a pay increase for some of our existing Ferry Able Seaman positions and the filling of a few Ferry Able Seaman positions. However, we still have several positions vacant and we continue to explore options which will allow us to be more competitive and hire qualified candidates for these essential positions.

**FINANCES, FISCAL YEAR 2014:** 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

#### **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

## DEPARTMENT OF TRANSPORTATION

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 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 cat n f 60 ull ime employees TE's) ncluding 6 TE' responsible for the year round operation of the Maine State Ferry Service.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	46,109,323		99,999	38,579,067	1,465,597	5,964,660
HEALTH BENEFITS	21,309,782			18,094,466	626,073	2,589,243
RETIREMENTS	8,256,282			6,930,075	261,960	1,064,247
OTHER FRINGE BENEFITS	1,178,964			984,571	27,394	166,999
COMPUTER SERVICES	2,203,017			1,896,504	8,000	298,513
CONTRACTUAL SERVICES	39,724,204		1,242,016	23,158,204	254,802	15,069,182
RENTS	26,076,903		354,185	21,010,033	606,627	4,106,058
COMMODITIES	23,902,367		791,537	18,159,676	2,642,990	2,308,164
GRANTS, SUBSIDIES, PENSIONS	24,360,825			24,360,825		
EQUIPMENT	10,108,727			9,867,843	240,884	
INTEREST-DEBT RETIREMENT	7,059					7,059
TRANSFER TO OTHER FUNDS	1,270,060			1,033,813		236,247
<b>TOTAL EXPENDITURES</b>	<b>204,507,513</b>		<b>2,487,737</b>	<b>164,075,077</b>	<b>6,134,327</b>	<b>31,810,372</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 seven (7) members appointed by the Governor for three-year staggered terms. These members represent the three major pilotage areas of the state, businesses that use the services of pilots, and public members. An Administrator is appointed by the Commissioner of the Department of Transportation. Typically, the Commission meets three times a year for non-emergency business.

### PROGRAM:

The Commission establishes the rules, policies, and procedures that govern the

## DEPARTMENT OF TRANSPORTATION

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 2014, there were no new licenses issued; two (2) five-year renewed licenses were re-issued; and one (1) new route endorsement was issued. There are eight (8) active, three (3) inactive and one (1) in-training Maine Pilotage Commission pilots.

### PUBLICATIONS:

[www.maine-pilotage.com](http://www.maine-pilotage.com)

**FINANCES, FISCAL YEAR 2014:** 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.

## DEPARTMENT OF TRANSPORTATION

### 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 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 2014:** 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.* 000004206

## DEPARTMENT OF TRANSPORTATION

### PURPOSE:

The Bureau of Project Development's mission is to deliver safe, cost effective, high quality transportation projects and services to Bureau customers on schedule. This entails development of transportation improvement projects from approval of funding through to construction completion, as well as delivery of certain non-project related engineering and technical services.

### ORGANIZATION:

The Bureau of Project Development was formed as a result of the Ernst & Whinney Management Study completed in the early 1980's. Its internal organization has evolved over the years to a new form that now combines functions into 3 programs: Bridge, Highway, and Multimodal. Each Program is composed of multi-functional project teams each having full responsibility for delivery of a specified collection of projects. The Bureau's organization also includes 3 support units: Contracts, Property Office and Materials Testing & Exploration. Each of these units provides bureau wide assistance and support for development of projects, as well as external non-project services appropriate to their expertise.

### PROGRAM:

The Department's overall transportation improvement program continues to emphasize improvement of the existing transportation network and facilities. Projects are developed through an inclusive process that is centered on minimizing and avoiding impacts during construction to the surrounding natural environment, to abutting property owners and to the traveling public. Available Federal funding, application of innovative financing techniques, and the willingness of the Legislature and Maine voters to provide matching dollars, have allowed transportation improvements. This past year the Bureau continued high production levels with delivery of roadway improvements, bridge projects, and other transportation improvements.

### LICENSES:

Standard Specifications for Construction  
Various policy & procedural manuals

### PUBLICATIONS:

Standard Specifications for Construction  
Various policy & procedural Manuals

**FINANCES, FISCAL YEAR 2014:** 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	23,981,576		1,430,555	11,742,546	10,808,475	
HEALTH BENEFITS	9,122,815		348,513	4,795,178	3,979,124	
RETIREMENTS	4,504,802		166,004	2,388,814	1,949,984	
OTHER FRINGE BENEFITS	451,818		16,673	246,745	188,400	
COMPUTER SERVICES	2,634,872			2,510,911	123,961	
CONTRACTUAL SERVICES	43,683,988		5,624,427	11,203,673	24,855,888	2,000,000
RENTS	2,447,411		79	2,149,520	297,812	
COMMODITIES	1,410,776			1,053,954	356,822	
GRANTS, SUBSIDIES, PENSIONS	405,593		12,105	260,202	133,286	
EQUIPMENT	235,599,632		44,732,222	25,931,000	140,936,410	24,000,000
INTEREST-DEBT RETIREMENT	36,259,183			20,308,548	15,950,635	
TRANSFER TO OTHER FUNDS	1,179,264		102,632	1,076,632		
<b>TOTAL EXPENDITURES</b>	<b>361,681,730</b>		<b>52,433,210</b>	<b>83,667,723</b>	<b>199,580,797</b>	<b>26,000,000</b>



DEPARTMENT OF TRANSPORTATION

**BUREAU OF TRANSPORTATION SERVICES**  
**ROBERT D ELDER, DIRECTOR, FREIGHT TRANS.**

*Central Office* TRANSPORTATION BLDG, AUGUSTA, ME 04333-0016  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3251  
*Established* 1981 *Telephone* (207) 624-3560  
*Reference Policy Area* 08 *Umbrella* 17 *Unit* 243 *Citation* T0023 *M.R.S.A., Sect.* 000004206

**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 (OFBS); 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 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 (Commercial Vehicle Information Systems and Networks), 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

# DEPARTMENT OF TRANSPORTATION

Maine State Rail Plan

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF TRANSPORTATION SERVICES	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,827,056		294,100		210,240	3,322,716
HEALTH BENEFITS	1,553,603		100,463		89,994	1,363,146
RETIREMENTS	703,704		62,990		45,793	594,921
OTHER FRINGE BENEFITS	94,393		6,689		4,468	83,236
COMPUTER SERVICES	168,279		-319,049		433,752	53,576
CONTRACTUAL SERVICES	10,936,560		2,292,292		3,685,431	4,958,837
RENTS	38,871		362		1,504	37,005
COMMODITIES	472,788		263,762		21,235	187,791
GRANTS, SUBSIDIES, PENSIONS	12,468,499		3,462,011	603,599	8,203,417	199,472
PURCHASE OF LAND	8,512,192		1,315,596			7,196,596
EQUIPMENT	7,625,477		2,566,240		2,165,945	2,893,292
TRANSFER TO OTHER FUNDS	4,492,928		76,340	4,302,000	82	114,506
<b>TOTAL EXPENDITURES</b>	<b>50,894,350</b>		<b>10,121,796</b>	<b>4,905,599</b>	<b>14,861,861</b>	<b>21,005,094</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

**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, Maine Housing, 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 2014, more than 145,431 were processed; more than 960,000 checks were distributed, as well as 597,000 electronic funds transfer vendor payments. Banking services provided to State departments are coordinated by the Treasurer's Office--including deposit access to 37 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 108 funds, averaged more than \$558 million in fiscal year 2014, and was managed for safety and liquidity with yield in mind. In fiscal year 2014, the Cash Pool earned more than \$1.59 million in earnings from investments, including more than \$301,000 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 2014, the State of Maine's outstanding general obligation bond principal was \$399.19 million.

Four long-term investments--the Governor Baxter Trust, Lands Reserved Trust, Permanent School Trust and the Several 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 2014, the value of the trust funds was \$37.4 million.

The Unclaimed Property Program is administered by the Office of the State Treasurer. Nearly \$22.4 million in unclaimed property was identified during fiscal year 2014. A total of 18,688 claims were paid, reuniting citizens with over \$11.5 million of lost property.

The Office of the State Treasurer annually projects and monthly distributes Municipal Revenue Sharing monthly to 492 municipalities and territories. Revenue

## TREASURY DEPARTMENT

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 \$66 million was distributed during fiscal year 2014.

### 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 2014:** 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	646,446	646,446				
HEALTH BENEFITS	242,622	242,622				
RETIREMENTS	126,013	126,013				
OTHER FRINGE BENEFITS	14,323	14,323				
COMPUTER SERVICES	75,363	32,528	1,445			41,390
CONTRACTUAL SERVICES	569,673	449,578	1,695			118,400
COMMODITIES	32,201	31,636				565
GRANTS, SUBSIDIES, PENSIONS	66,059,597		66,059,597			
INTEREST-DEBT RETIREMENT	77,986,338	77,711,895			274,443	
TRANSFER TO OTHER FUNDS	69		69			
<b>TOTAL EXPENDITURES</b>	<b>145,752,645</b>	<b>79,255,041</b>	<b>66,062,806</b>		<b>274,443</b>	<b>160,355</b>

(OFFICE OF) TREASURER OF STATE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	646,446	646,446				
HEALTH BENEFITS	242,622	242,622				
RETIREMENTS	126,013	126,013				
OTHER FRINGE BENEFITS	14,323	14,323				
COMPUTER SERVICES	75,363	32,528	1,445			41,390
CONTRACTUAL SERVICES	569,673	449,578	1,695			118,400
COMMODITIES	32,201	31,636				565
GRANTS, SUBSIDIES, PENSIONS	66,059,597		66,059,597			
INTEREST-DEBT RETIREMENT	77,986,338	77,711,895			274,443	
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<b>TOTAL EXPENDITURES</b>	<b>145,752,645</b>	<b>79,255,041</b>	<b>66,062,806</b>		<b>274,443</b>	<b>160,355</b>

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 Governance and University Services (centralized statewide operations)
- > University of Maine

## BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

> University of Maine at Augusta  
 (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 2013 enrollment totaled 30,365, including many part-time and adult learners. Maine's seven public universities awarded 5,661 degrees in 2012-2013.

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 2014:** 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	4,472,096					4,472,096
GRANTS, SUBSIDIES, PENSIONS	199,224,315	194,951,023	4,273,292			
<b>TOTAL EXPENDITURES</b>	203,696,411	194,951,023	4,273,292			4,472,096
 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	4,472,096					4,472,096
GRANTS, SUBSIDIES, PENSIONS	199,224,315	194,951,023	4,273,292			
<b>TOTAL EXPENDITURES</b>	203,696,411	194,951,023	4,273,292			4,472,096

INDEPENDENT AGENCIES - REGULATORY

MAINE CHARTER SCHOOL COMMISSION

SHELLEY REED, 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* T00020AM.R.S.A., Sect. 00002405-8

**PURPOSE:**

The Maine Charter School Commission was created by Public Law 2011, chapter 414, to authorize and monitor up to ten public charter schools in Maine. The statute provides guidance on the content of applications that must be filed by charter school founders.

The Maine Charter School Commission has adopted:

Chapter 1: Commission Organization and Operation, which describes the organization and operation of the Commission. Effective date: June 16, 2013 - filing 2013-129.

Chapter 2: Procedures for Commission Authorization of Public Charter Schools. This rule sets forth the process by which the Maine Charter School Commission solicits, accepts and reviews applications for the formation of public charter schools. The rule also sets forth the performance indicators that will be used as the performance framework for any approved application and minimum requirements for a sound charter contract in the monitoring and compliance of the contracted public charter schools.  
Effective date: June 16, 2013 - filing 2013-130.

Chapter 3: This rule sets forth the process by which the Maine Charter School Commission decides whether to renew the charter of a public charter school according to Maine Revised Statutes Title 20-A, Chapter 112, §2411, Charter Term and Renewal. Effective date: June 23, 2014 - filing 2014-120.

**ORGANIZATION:**

The Maine Charter School Commission originated in October 2011. The Commission consists of seven members appointed by the State Board of Education for 3-year terms. Three members must be members of the State Board, and these 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CHARTER SCHOOL COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	7,205		7,205			
COMPUTER SERVICES	2,726	2,726				
CONTRACTUAL SERVICES	114,193	114,028	165			
COMMODITIES	2,795	2,795				
TOTAL EXPENDITURES	126,919	119,549	7,370			

**STATE BOARD OF EDUCATION**  
**PETER GEIGER, CHAIR**

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023 *TTY* (888) 577-6690  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6618  
*Established* 1949 *Telephone* (207) 624-6616  
*Reference Policy Area* 02 *Umbrella* 90 *Unit* 077 *Citation* T0020A *M.R.S.A., Sect.* 000000401

**PURPOSE:**

The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Education in matters concerning state laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to approve the formation of Community School Districts; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of career and technical education centers; to approve standards for school construction; to approve school construction projects for State aid; to work as a partner with the Department of Education regarding the Essential Programs and Services school finance process; to obtain information regarding applications for granting degrees; to accredit programs at institutions of higher education that train educators; to set the standards for educator's certification, authorization, and approval; to approve applications for out-of-state institutions who wish to offer degree granting programs in Maine; to review the applications for initial degree granting and make recommendations to the Legislature.

The State Board of Education also serves as the State agency for administering Carl Perkins Federal funds.

**ORGANIZATION:**

The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education.

The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Board.

Effective July 1, 1972, the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and Cultural Affairs and to confirmation by the Legislature.

In 2007, the Legislature passed LD 151, 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.



## INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2014:** 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	57,865	57,865				
HEALTH BENEFITS	19,613	19,613				
RETIREMENTS	6,691	6,691				
OTHER FRINGE BENEFITS	762	762				
COMPUTER SERVICES	1,012	1,012				
CONTRACTUAL SERVICES	66,574	66,574				
COMMODITIES	6,410	6,410				
<b>TOTAL EXPENDITURES</b>	<b>158,927</b>	<b>158,927</b>				

## 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 *FAX* (207) 287-7826  
*Established* 1993 *Telephone* (207) 287-2651  
*Reference PolicyArea* 04 *Umbrella* 90 *Unit* 564 *Citation* T0038 *M.R.S.A., Sect.* 000000568B

### PURPOSE:

The Fund Insurance Review Board (FIRB) was created for the purposes of hearing appeals from insurance claims-related decisions by the Commissioner of the Department of Environmental Protection, adopting rules, monitoring funds, and ensuring the solvency of certain designated funds for groundwater oil clean-up.

### ORGANIZATION:

FIRB is a ten-member board. The Governor appoints eight members as follows: two persons representing the petroleum industry, one of whom is nominated by the Maine Energy Marketers Association (MEMA), 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; and (3) monitoring income and disbursements from the Groundwater Oil Clean-up Fund and adjusting fees as required to avoid a shortfall in the Fund. The board, at such times and in such amounts as it determines necessary, shall direct the transfer of funds from the Underground Oil Storage Replacement Fund to the Groundwater Oil Clean-up Fund.

**FINANCES, FISCAL YEAR 2014:** 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

#### **PURPOSE:**

The Maine Health Data Organization (MHDO) was established by the 117th Legislature to create and maintain a useful, objective, reliable and comprehensive health information database to improve the health of Maine citizens. This database is made publicly accessible while protecting patient confidentiality and respecting providers of care.

#### **ORGANIZATION:**

The MHDO was created in 1996 as an independent executive agency to maintain and expand the health information database of its predecessor agency, the Maine Health Care Finance Commission. The MHDO has implemented rules and internal policies and procedures for the collection, processing, storage, data release and analysis of claims data, hospital inpatient and outpatient encounter data, hospital financial, restructuring and healthcare quality data. The organization exercises responsible stewardship specific to the security and privacy of the data when making the information accessible to the public.

The MHDO is governed by a stakeholder Board of Directors comprised of 21 members representing the following interests: one member is an employee of the Department of Human Services and one member is a representative of Dirigo Health; four members represent consumers; three members represent employers, with one being a representative of a health management coalition, and one a representative of a statewide chamber of commerce; two members represent third-party payers; nine members represent providers (two represent hospitals, two represent physicians, one represents chiropractic services, one represents pharmacists, one represents federally qualified health centers, one represents a home health care organization, and one represents mental health organizations). One member is an employee of the Department of Professional and Financial Regulation and serves in a nonvoting, consultative capacity.

#### **PROGRAM:**

MHDO 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 MHDO from commercial health insurance carriers, Third Party Administrators (TPA), Pharmacy Benefit Managers (PBM), as well as Medicare and Medicaid. There are over 60 commercial payers and two public payers' currently submitting data to the MHDO. 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 MHDO's hospital inpatient database one of the most useful in the country for the study of long-term trends in disease and utilization patterns. MHDO also has a complete hospital outpatient (including emergency department) database and has been collecting data for every visit and all services provided since 1992. MHDO also collects hospital quality, financial and organizational data.

The MHDO 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 MHDO 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.

In fiscal year 2014 the MHDO Board met eleven times of which one of the meetings was a day long strategic planning retreat. The Board continues to monitor the Agency's transformation efforts and progress towards its future state goals. See key accomplishments and future state documents here under August 8, 2013 Board

## INDEPENDENT AGENCIES - REGULATORY

Retreat <https://mhdo.maine.gov/imhdo/boardMtngs.htm>

The Board voted to prepare and submit to the 126th Legislature a bill titled "An Act to Amend Laws Relating to Health Care Data" (LD 1740). The bill passed and was signed by the Governor April 2014. The Agency was invited to attend and speak at the meetings of the Commission to Study Transparency, Costs, & Accountability of Health Care System Financing. The final report of the Commission <http://www.maine.gov/legis/opla/healthcareaccountability.htm>

In fiscal year 2014, the MHDO applied for and received a \$2.6 million dollar grant from the federal government. The grant money will support the enhancement of the health care cost information that the MHDO reports on its HealthCost website which can be found at <https://mhdo.maine.gov/healthcost2014/>. Additionally the grant funding will support the integration of quality data. The project abstract can be found at [https://mhdo.maine.gov/latest\\_news.htm](https://mhdo.maine.gov/latest_news.htm)

The MHDO established several user groups in FY14 to improve external communications with stakeholders including data users, payers and consumers. The user groups provide the Agency with feedback that helps guide the Agency in its work. Information regarding the users groups can be found at [https://mhdo.maine.gov/imhdo/latest\\_news.htm](https://mhdo.maine.gov/imhdo/latest_news.htm) under User Groups.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HEALTH DATA ORGANIZATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	159,754		159,754			
HEALTH BENEFITS	54,301		54,301			
RETIREMENTS	30,845		30,845			
OTHER FRINGE BENEFITS	2,606		2,606			
COMPUTER SERVICES	2,238,256		1,380,941		857,315	
CONTRACTUAL SERVICES	188,564		188,564			
RENTS	30,680		30,680			
COMMODITIES	2,578		2,578			
TRANSFER TO OTHER FUNDS	19,164		13,096		6,068	
<b>TOTAL EXPENDITURES</b>	<b>2,726,748</b>		<b>1,863,365</b>		<b>863,383</b>	

## WORKERS' COMPENSATION BOARD

**PAUL H SIGHINOLFI, EXEC DIR/CHAIR**

**JAN ADAMS, DD BUSINESS SERVICES**

*WATS* (888) 801-9087

*TTY* (877) 832-5525

*Central Office* 90 BLOSSOM LANE, AMHI, AUGUSTA, ME 04333-0027

*Mail Address* 27 STATE HOUSE STATION, AUGUSTA, ME 04333-0027

*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

### 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.

## INDEPENDENT AGENCIES - REGULATORY

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 Monitoring, Audit and Enforcement (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 ensure 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 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 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 electronic data interchange (EDI) for filing of mandatory documents including 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 MAE 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. (MAE 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)

# INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WORKERS' COMPENSATION BOARD	<b>TOTAL FOR ALL FUNDS</b>	<b>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	5,126,351		5,126,351			
HEALTH BENEFITS	1,839,010		1,839,010			
RETIREMENTS	950,897		950,897			
OTHER FRINGE BENEFITS	97,961		97,961			
COMPUTER SERVICES	519,310		519,310			
CONTRACTUAL SERVICES	539,912		539,912			
RENTS	482,015		482,015			
COMMODITIES	121,947		121,947			
GRANTS, SUBSIDIES, PENSIONS	74,050		74,050			
TRANSFER TO OTHER FUNDS	303,469		303,469			
<b>TOTAL EXPENDITURES</b>	10,054,922		10,054,922			

## INDEPENDENT AGENCIES - REGULATORY

INDEPENDENT AGENCIES - ADVISORY

**ALLAGASH WILDERNESS WATERWAY ADVISORY COUNCIL**  
**FREDERICK L. DENICO, CHAIR**

*Central Office* 18 ELKINS LANE, AUGUSTA, ME 04330 *TTY* (888) 577-6690  
*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, working with the waterway manager, develops and maintains the plan that advances the mission and goals of the waterway.

**ORGANIZATION:**

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 administers the Allagash Wilderness Waterway (AWW) as a separate region within the Bureau of Parks and Lands.

**PROGRAM:**

The Allagash Wilderness Waterway Advisory Council provides advice to the manager of the waterway and the Director of the Bureau of Parks & Lands. An endowment fund supports capital acquisitions and improvements, historic, cultural, and educational programs and facilities. The Advisory Council reports to the Director of the Bureau of Parks and Lands regarding the state of the waterway.

The council met three times this year in Augusta, Millinocket and Ashland. Some of the council's efforts focused on the understanding of AWW statutes, future projects, the movement of snowmobile trails, and tramway visitations by trail. At each meeting the AWW superintendent gave a report on past and planned activities. The waterway is being operated in a user friendly manner for all visitors during all seasons through the leadership of the manager.

**FINANCES, FISCAL YEAR 2014:** 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 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.

## INDEPENDENT AGENCIES - ADVISORY

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 fiscal year 2014 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 2014:** 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 PolicyArea* 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 administrative matters of concern. The chair and vice-chair of the board also serve on the Maine State Cultural Affairs Council.



## INDEPENDENT AGENCIES - ADVISORY

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

**BETHANY HAMM, 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) 624-4103

*Reference PolicyArea* 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 2014:** 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 PolicyArea* 05 *Umbrella* 92 *Unit* 652 *Citation* T00034B *M.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 families of persons with acquired brain injuries; two members must represent

## INDEPENDENT AGENCIES - ADVISORY

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 of each year.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE CHILDREN'S GROWTH COUNCIL

**PETER LINDSAY, CO-CHAIR**  
**NEWELL AUGUR, CO-CHAIR**

*Central Office* ..

*Mail Address* C/O AUGUR & ASSOC, 5 WADE ST, AUGUSTA, ME 04330 *FAX*

*Established* 2008

*Telephone* (207) 620-1030

*Reference PolicyArea* 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

## INDEPENDENT AGENCIES - ADVISORY

accomplishments of the council, its long-term plan for investment in the healthy 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **CONTINUING EDUCATION ADVISORY COMMITTEE PAMALA L ROYBAL, INSURANCE DIV. SUPERVISOR**

*Central Office* 76 NORTHERN AVE, GARDINER, ME 04345  
*Mail Address* 34 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 624-8599  
*Established* 1995 *Telephone* (207) 624-8408  
*Reference* PolicyArea 02 Umbrella 92 Unit 518 Citation T0024A M.R.S.A., Sect. 000001481

### **PURPOSE:**

The purposes of the Continuing Education Advisory Committee are to review and recommend courses submitted to the Bureau by Course Providers for the use of producers and consultants in the fulfillment of the Continuing Education Requirements as a prerequisite to license continuation.

### **ORGANIZATION:**

The board consists of 6 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless that person is active, full-time insurance producer or consultant, and is a resident of this State. No person may be reappointed to 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 2014, the Continuing Education Advisory Committee met monthly to review courses and recommend approval or disapproval of courses.

## INDEPENDENT AGENCIES - ADVISORY

### **LICENSES:**

This board issues no licenses itself, but participates in the review of and recommendations for continuing education courses used as a basis for renewing licenses by the Bureau of Insurance.

**FINANCES, FISCAL YEAR 2014:** 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 2014, the Commission met 5 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 2014:** 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 *FAX*

*Established* 1973

*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

## INDEPENDENT AGENCIES - ADVISORY

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 an investment performance, plan operations and educational advisor.

### 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 investment and operations performance monitor and educational advisor 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: VOYA, MassMutual, and VALIC.

**FINANCES, FISCAL YEAR 2014:** 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 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

## INDEPENDENT AGENCIES - ADVISORY

justice; one member representing the Department of Health and Human Services, Bureau of Medical Services. Additionally, two non-voting 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.

### **PROGRAM:**

The Maine Dental Education Loan and Loan Repayment Programs provide 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 2014:** 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**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 PolicyArea* 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. 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 M.R.S.A., section 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 2014:** 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 PolicyArea* 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,

## INDEPENDENT AGENCIES - ADVISORY

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.

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 2014:** 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

*FAX*

*Telephone* (207) 283-1199

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 595 *Citation* T0019A *M.R.S.A., Sect.* 000000351

### PURPOSE:

The Commission was created for the purpose of conducting a continuing study of the family laws of Maine and to make recommendations to the Maine Legislature.

### ORGANIZATION:

The Commission is composed of eleven members experienced in family law. They include: an active Superior Court Justice, an active District Court Judge, an active Family Law Magistrate, a current Probate Court Judge, two members of the family law section of the Maine State Bar Association, a representative of a legal services organization, a representative of the Department of Human Services, a representative of the Court Alternative Dispute Resolution Service, and two public members, at least one of whom is experienced in providing mental health services. All members are appointed by the Chief Justice of the Maine Supreme Judicial Court.

### PROGRAM:

The Commission meets regularly and issues written reports to the Legislature regarding family related legislation. The Commission operates without a budget.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



## INDEPENDENT AGENCIES - ADVISORY

### 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 *Telephone* (207) 626-3870  
*Reference Policy Area* 06 *Umbrella* 92 *Unit* 609 *Citation* T0005 *M.R.S.A., Sect.* 000003371

#### PURPOSE:

The Commission is established to monitor and evaluate the State's fire protection services system on a continuing basis and to provide recommendations to the appropriate State agencies and to the Legislature regarding necessary changes in the fire protection service system.

#### ORGANIZATION:

The Commission consists of 23 members appointed as follows: two members of the Senate and three members of the House who are members of the joint standing committee of the Legislature having jurisdiction over fire protection matters; the State Fire Marshal or designee; Director of the Forest Fire Control division or designee; Director of the 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 2014:** 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				
TOTAL EXPENDITURES	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 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

## INDEPENDENT AGENCIES - ADVISORY

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.

### PROGRAM:

The Maine Historical Records Advisory Board applies for grants from the National Historical Publication and Records Commission to provide 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 reviews and makes recommendations regarding Maine grant proposals to the NHPRC.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATEWIDE HOMELESS COUNCIL CLINTON WESLEY PHINNEY, JR., CHAIR

WATS (800) 452-4668

*Central Office* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Mail Address* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Established* 2005

*FAX*

*Telephone* (207) 774-2722

*Reference PolicyArea* 05 *Umbrella* 92 *Unit* 635 *Citation* T0030A *M.R.S.A., Sect.* 000005046

### PURPOSE:

The Statewide Homeless Council was established in 2005, replacing the Interagency Task Force on Homelessness and Housing Opportunities. The authorizing legislation was amended in 2008 to expand the council's advisory role and to add additional members to the council.

The purpose of the Homeless Council is to serve as an advisory committee to the Maine State Housing Authority, the Governor, the Legislature, the Maine Department of Health and Human Services (DHHS), and the Maine Department of Corrections (DOC) on homeless matters. The Council is charged with providing leadership to end homelessness and providing support to the regional homeless councils; educating people on homeless issues; serving as coordinator of information; assessing statewide needs; identifying potential resources; providing assistance to people who are homeless by identifying resources and improving access to them; and reviewing, monitoring, and implementing plans to end homelessness.

### 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

## INDEPENDENT AGENCIES - ADVISORY

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 2014:** 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

*FAX*

*Established* 2006

*Telephone* (207) 624-4400

*Reference PolicyArea* 06 *Umbrella* 92 *Unit* 636 *Citation* T00037B.M.R.S.A., *Sect.* 000000708

### **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 of Inland Fisheries and Wildlife; the Commissioner of Marine Resources; and, the Commissioner 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**DISPLACED HOMEMAKERS ADVISORY COUNCIL**

**GILDA E. NARDONE, EXECUTIVE DIRECTOR**

**ELOISE VITELLI, DIR, PROG & POLICY DEV**

*Central Office* 331 WATER ST, GANNETT BUILDING, AUGUSTA, ME 04330

*Mail Address* 46 UNIVERSITY DRIVE, UMA, AUGUSTA, ME 04330-9410 *FAX* (207) 621-3429

*Established* 1977

*Telephone* (207) 621-3440

*Reference PolicyArea* 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 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 2014, 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, eight regional Resource Centers, and eight community-based outreach sites and through distance learning platforms.

MCWWC served a total of 1,144 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 2014 was \$841,975 to the Maine Centers for Women, Work, and Community, UMA/UMS.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**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.

**LICENSES:**

Not applicable.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BOARD OF LICENSURE OF WATER SYSTEM OPERATORS**  
**TERESA TROTT, SECRETARY**  
**GREGORY KIDD, CHAIR**

*Central Office* 286 WATER STREET, AUGUSTA, ME 04333-0011  
*Mail Address* 11 SHS, , ME *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 of Licensure of Water System Operators (Board) licenses water treatment and distribution operators to assure that community and non-transient non-community water systems and transient systems using surface water as a source 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

## INDEPENDENT AGENCIES - ADVISORY

Department of Health and Human Services 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 one paper exam opportunity in state fiscal year 2014. A total of 165 exams were taken, with 88 exams being passed.

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 1,057 licensed operators providing public health protection to consumers of 753 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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 PolicyArea* 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 five members to the Maine Lobster Marketing Collaborative 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

## INDEPENDENT AGENCIES - ADVISORY

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 two times during the fiscal year of 2013-2014. They addressed a variety of topics, including new legislation, Marketing Collaborative nominations, Commissioner's Winter 2014 Outreach meeting, limited entry, lobster violations fine structure, whales rules, Canadian update, lobster and crab bait review process, lobster science update and patrol updates. 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OIL SPILL ADVISORY COMMITTEE

**PETER BLANCHARD, DIRECTOR OF RESPONSE SERV**  
**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

*FAX*

*Telephone* (207) 287-2651

*Reference PolicyArea* 04 *Umbrella* 92 *Unit* 567 *Citation* T0038 *M.R.S.A., Sect.* 000000551A

### PURPOSE:

The Oil Spill Advisory Committee was established to advise the Department of Environmental Protection on carrying out its responsibilities under Maine's Oil Discharge Prevention and Pollution Control laws. See 38 MRSA 551-A.

### ORGANIZATION:

The Committee consists of nine members appointed for staggered terms of three years including: two members representing marine fisheries interest; two members representing the general public; two members representing the petroleum industry; one member familiar with oil spill technology; one member with expertise in coastal geology, fisheries biology or coastal wildlife habitat; and one member who is a licensed state pilot or merchant marine officer. The Department of Environment Protection provides staff support to the Committee.

### PROGRAM:

The Committee is charged with: tracking implementation of and regulations related to the Federal Oil Pollution Act of 1990 and recommending any appropriate statutory changes to the Legislature or any appropriate regulatory changes to the Board; monitoring the adequacy of the federal Oil Spill Liability Trust Fund; monitoring the effects of the State's oil spill liability laws on oil spill prevention; reviewing expenditures and spending priorities of the Maine Coastal and Inland Surface Oil Clean-up Fund; making recommendations to the commissioner on how the fund should be allocated; reviewing the commissioner's program for identifying areas sensitive to oil spills in the marine environment; and the development of resource protection priorities.

The Committee is also charged with: reviewing and commenting on the State's marine oil spill contingency plan; monitoring the oil spill planning and prevention activities of industry, oil spill response organizations and the United States Coast Guard; monitoring the commissioner's assessment of adequate oil spill response equipment and vessels for the state; reviewing implementation of a plan for rehabilitating wildlife resources, including training programs and

## INDEPENDENT AGENCIES - ADVISORY

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ORGAN DONATION ADVISORY COUNCIL KAREN KNOX, CHAIR

*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 PolicyArea* 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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 *TTY* (877) 887-3878  
*Mail Address* 193 STATE STREET, AUGUSTA, ME 04333-0025 *FAX* (207) 287-2725  
*Established* 1995 *Telephone* (207) 287-2726  
*Reference PolicyArea* 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



## INDEPENDENT AGENCIES - ADVISORY

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 2014:** 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* (207) 287-7881  
*Reference* PolicyArea 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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 *FAX* (207) 626-4509  
*Established* 1997 *Telephone* (207) 430-6000  
*Reference* PolicyArea 04 Umbrella 92 Unit 593 Citation T0037B M.R.S.A., Sect. 000001131

### PURPOSE:

The River Flow Advisory Commission's purpose is to act as a technical advisory commission to the Department of Defense, Veterans and Emergency Management and the Governor's office on issues of flow of the state's rivers and streams. The commission also facilitates communication of river flow data between dam

## INDEPENDENT AGENCIES - ADVISORY

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 2014:** 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 *Telephone* (207) 624-6550  
*Reference Policy Area* 04 *Umbrella* 92 *Unit* 645 *Citation* T0012 *M.R.S.A., Sect.* 00006038

### PURPOSE:

The Council shall make recommendations to the commissioner and the joint standing committee of the Legislature having jurisdiction over marine resources matters concerning:

A. How best to utilize state agencies, municipal governments, the shellfish industry and citizen groups to make improvements to and maintain the quality of the State's coastal waters and to expedite the opening of closed shellfish flats; and

B. Matters of interest to the State's shellfish industry, including, but not limited to, shellfish resource management, public health protection and the activities and recommendations of a multistate organization that promotes shellfish sanitation.

The council is responsible for bringing forward to the commissioner matters of concern to the shellfish industry and for assisting the commissioner with the

## INDEPENDENT AGENCIES - ADVISORY

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 2013-2014. They addressed a variety of topics, including: Green Crabs, Impacts on town management re: US Dept. of Labor decisions, Commercial Harvesting without town license rules, and ISSC proposals.

### PUBLICATIONS:

Minutes of the Shellfish Advisory Council meetings are available through the Department of Marine Resource's website.

**FINANCES, FISCAL YEAR 2014:** 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 12 MRSA, 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 12 MRSA, 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 the Governor.

All members, except State employees, are entitled to receive compensation as provided in 5 MRSA, chapter 379.

### LICENSES:

General Taxidermy License  
Mammal & Head Taxidermy License  
Bird Taxidermy License  
Fish Taxidermy License  
Skull Mount Taxidermy License

## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 2014:** 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 FITZPATRICK, COMMISSIONER**

*Central Office* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062 *TTY* (888) 577-6690  
*Mail Address* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062 *FAX* (207) 893-7001  
*Established* 1982 *Telephone* (207) 893-7030  
*Reference PolicyArea* 06 *Umbrella* 92 *Unit* 449 *Citation* T0034A *M.R.S.A., Sect.* 00003002

#### **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 2014:** 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 FITZPATRICK, COMMISSIONER**

*Central Office* PO BOX A, THOMASTON, ME 04861 *TTY* (888) 577-6690  
*Mail Address* PO BOX A, THOMASTON, ME 04861 *FAX* (207) 273-5320  
*Established* 1982 *Telephone* (207) 354-3000  
*Reference PolicyArea* 06 *Umbrella* 92 *Unit* 450 *Citation* T0034A *M.R.S.A., Sect.* 000003002

#### **PURPOSE:**

The Board of Visitors is an oversight and advisory committee of citizens appointed by the Governor of the State of Maine to represent the interests of the people of Maine in prison matters.

#### **ORGANIZATION:**

The five-person board is approved by the Governor for a term of one year and shall be eligible for reappointment. Chosen for their varied orientations, interests, and experience in corrections and rehabilitation issues, board members attend to questions and concerns about public safety and security, prison staff safety and well-being, inmate health and safety, prison industries and programs.

#### **PROGRAM:**

Through prisoner meetings, written correspondence or phone, the Maine State

## INDEPENDENT AGENCIES - ADVISORY

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 the 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 2014:** 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 FITZPATRICK, COMMISSIONER**

TTY (888) 577-6690

*Central Office* 675 WESTBROOK ST., SOUTH PORTLAND, ME 04106

*Mail Address* 674 WESTBROOK ST., SOUTH PARTLAND, ME 04106

*Established* 1982

FAX (207) 822-2773

Telephone (207) 822-2618

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 448 *Citation* T0034A *M.R.S.A., Sect.* 000003002

### PURPOSE:

To monitor programs, 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 2014:** 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

*TTY* (877) 887-3878

*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

**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 providing helpful resources about the arts to the general public.

Guiding Principles: The actions of 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; (4) Work collaboratively and promote collaboration in order to increase the impact of the Maine Arts Commission's resources, and to foster; and (5) 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 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. The Beehive Collective in Machias received a\$75,000, three-year grant.

**MAINE INTERNATIONAL CONFERENCE ON THE ARTS:** Provided professional development sessions and artist showcases in partnership with the Collins Center for the Arts in Orono, drawing 250 participants from arts and cultural institutions around the state. This conference will be held bianually.

**CULTURAL STRATEGIC PLAN:** Began the process to create a comprehensive plan that includes a statewide view of the health and vitality of the arts and cultural in the state. The process will culminate with a final plan in 2015.

**CONGRESSIONAL ART COMPETITION:** Connects student artists with congressional representatives by collecting high school student artwork from each district. The work is hung for one year in the US Capitol.

**MAINE YOUTH EXCELLENCE IN ART:** Utilizes the State Capitol Complex as a gallery to exhibit exemplary two-dimensional visual art created by K-12 students throughout the state.

**POETRY OUT LOUD:** Encourages the nation's youth to learn about great poetry through memorization and performance as a part of a national contest.

**SMART GRANTS:** Assists schools, arts organizations/institutions, and

## INDEPENDENT AGENCIES - OTHER

community-based teaching artists to collaborate on the design and delivery of high-quality arts learning experiences for K-12 students. Funding totaled \$81,654.

**TICKET TO RIDE:** Provides funds to defray the cost of travel for K-12 schools wishing to visit arts-based venues and events.

**FOR ARTISTS:** 43 artists received funds totaling \$143,833.

**ART IN THE CAPITOL:** Provides exhibitions highlighting artist's work in venues throughout the Capitol Complex.

**GOOD IDEA GRANTS:** Fosters the growth of artists by supporting the creation of new works.

**INDIVIDUAL ARTIST FELLOWSHIPS:** Awards seven fellowships annually in visual arts, contemporary craft, functional craft, performing arts, media arts, literary arts and traditional arts.

**JANE MORRISON FILM SCHOLARSHIP:** Supports educational opportunities for early-career filmmakers to obtain instructional guidance and build skills.

**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:** 31 organizations received funds totaling \$81,612.

**ARTISTS IN MAINE COMMUNITIES:** Assists arts organizations to develop collaborative projects with other community/civic groups to employ artists and provide cultural programming for citizens.

**ARTS AND HUMANITIES GRANT:** Funds projects that assist organizations in investigating and presenting stories and cultural expressions of the state, its communities, and people, jointly administered with the Maine Humanities Council.

**ARTS VISIBILITY:** Provides artists and arts organizations the means with which to increase the visibility of specific artistic projects.

**GREAT WORKS:** Assists professional arts organizations who present significant projects such as exhibitions, performances, films, or residencies.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### MAINE ARTS 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	435,169	284,829			150,340	
HEALTH BENEFITS	166,434	105,911			60,523	
RETIREMENTS	89,148	57,719			31,429	
OTHER FRINGE BENEFITS	8,766	5,702			3,064	
COMPUTER SERVICES	22,593	22,593				
CONTRACTUAL SERVICES	346,589	187,358	16,569		127,374	15,288
RENTS	4,139	1,599			2,540	
COMMODITIES	5,621	5,225			396	
GRANTS, SUBSIDIES, PENSIONS	499,574	68,952	36,847		393,775	
TRANSFER TO OTHER FUNDS	41,388		1,748		39,640	
<b>TOTAL EXPENDITURES</b>	<b>1,619,421</b>	<b>739,888</b>	<b>55,164</b>		<b>809,081</b>	<b>15,288</b>

INDEPENDENT AGENCIES - OTHER

**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

*TTY* (207) 723-9905

*FAX* (207) 723-6381

*Telephone* (207) 723-9616

*M.R.S.A., Sect.* 000000901

**PURPOSE:**

The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds."

The primary responsibilities of the Authority are to protect the wildlife, fauna and flora within the park for the enjoyment of present and future generations; to operate and maintain various hiking trails, campgrounds, campsites and rustic log cabins within the 209,644 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



## INDEPENDENT AGENCIES - OTHER

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.

### 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,498,693		1,498,693			
HEALTH BENEFITS	518,995		518,995			
RETIREMENTS	303,035		303,035			
OTHER FRINGE BENEFITS	29,201		29,201			
COMPUTER SERVICES	3,553		3,553			
CONTRACTUAL SERVICES	743,463		743,463			
RENTS	2,645		2,645			
COMMODITIES	155,413		155,413			
BUILDING IMPROVEMENTS	171,857		171,857			
EQUIPMENT	82,858		82,858			
TRANSFER TO OTHER FUNDS	55,937		55,937			
<b>TOTAL EXPENDITURES</b>	<b>3,565,650</b>		<b>3,565,650</b>			

## 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

## INDEPENDENT AGENCIES - OTHER

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.

**FINANCES, FISCAL YEAR 2014:** 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

*Telephone* (207) 624-7400

*Reference PolicyArea* 00 *Umbrella* 94 *Unit* 388 *Citation* T0005 *M.R.S.A., Sect.* 000007081

### PURPOSE:

The State Civil Service Appeals Board is established to mediate grievances and disputes, and to hear and resolve classification appeals which are filed by employees of the State who are excluded from the collective bargaining process pursuant to 26 MRSA, sections 979 and 1021 to 1034.

### ORGANIZATION:

On July 1, 1986, the State Civil Service Appeals Board was established to perform grievance and appeal functions formerly performed by the State Personnel Board. The Board consists of 5 members of the public who have experience in personnel management or labor relations. Appointments to the Board are made by the Governor with review by the Joint Standing Committee on State and Local Government with confirmation by the Legislature. One member of the Board is designated by the Board as a chair. Each appointment is for a term of four years until a successor has been appointed and qualified.

### PROGRAM:

The Board meets as required to hear appeals.

### PUBLICATIONS:

State Civil Service Appeals Board Procedures for Appeal - Free  
May be obtained through the Office of the Commissioner of the Department of Administrative and Financial Services.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**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 July 1, 2012, the Commission's fiscal agent has been the Maine Department of Education.

**PROGRAM:**

The Commission managed \$1.7 million from the Corporation for National and Community Service and \$495,544 in non-federal resources. The Volunteer Generation Fund supported five volunteer centers and 8 volunteer manager networks in Maine. Grants to seven community agencies supported 224 AmeriCorps members. Management of 34 AmeriCorps VISTA placements brought \$604,000 federal resources to state. The balance supported grant administration and Commission operation. Each activity is tied to an outcome in the Commission's strategic plan.

**PUBLICATIONS:**

These reports are located on the Maine Commission for Community Service website: [www.maineservicecommission.gov/publications/](http://www.maineservicecommission.gov/publications/)

-2013 Annual Report

-MCCS Strategic Plan

-The Public's Return on Investment: National Service in Maine 2013

-Service-learning in Maine: A Guide to Implementing Quality Service-learning

-Volunteering in America: Profile of Maine's Volunteer Sector

-Managing Maine Volunteers from a Legal Perspective

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE BOARD OF CORRECTIONS

**SHERIFF JOEL MERRY, CHAIR**

**RYAN THORNELL, EXECUTIVE DIRECTOR**

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

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

*Established* 2008

*Telephone* (207) 287-4405

*Reference Policy Area* 06 *Umbrella* 94 *Unit* 644 *Citation* T0034A *M.R.S.A., Sect.* 00001801

### **PURPOSE:**

The purpose of the board is to promote public safety, establish a unified, efficient jail system that encourages collaboration among the counties, the department and the judicial branch, and 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.

The goals of the board include reducing recidivism, increasing the utilization of pretrial diversion, improving the rate of incarceration, standardizing practices, equipment, professionalism of personnel, programs and policies statewide among the counties, creating efficiencies and economies of scale, establishing regionalized authorities to promote these goals, establishing common accounting practices and a long-term capital improvement plan, addressing mental health and substance abuse problems among inmates, equalizing the burden of criminal justice related costs of the coordinated correctional system, and implementing national best practices.

### **ORGANIZATION:**

The board consists of five members who are appointed by the Governor. One member must be a sheriff nominated by a statewide organization representing sheriffs; one member must be a county commissioner nominated by a statewide organization representing county commissioners; two members must be representatives of the executive branch and at least one of the two must be from the Department of Corrections; one member must be broadly representative of the public. Each appointment is subject to review by the joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters and confirmation by the Senate, except the two members that represent the executive branch.

The board's executive director is hired by the Commissioner of the Department of Corrections, with the advice and consent of the board. The board is also staffed with a financial analyst, appointed by the executive director, and an office associate provided by the department. Other assistance to the board and executive director may be requested from the Office of the Attorney General and other agencies of the State, as requested by the executive director.

### **PROGRAM:**

In fulfilling its purpose of coordinating a correctional system comprised of sixteen counties and fifteen county jails, the board is charged with the following responsibilities and duties: 1) Managing the cost of corrections; 2) Determining correctional facility use and purpose; 3) Adopting treatment standards and policies; 4) Adopting and enforcing standards of efficiency; 5) Reviewing and approving corrections construction projects through a certificate of need process; 6) Fulfilling administrative duties; and 7) Receiving and reviewing recommendations from internal and external stakeholders.

### **PUBLICATIONS:**

The following documents are accessible on the board's website (<http://maine.gov/corrections/BOC/index.shtml>): Annual reports; Monthly financial reports; Applicable reference materials.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF CORRECTIONS	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	70,750		70,750			
HEALTH BENEFITS	20,551		20,551			
RETIREMENTS	16,159		16,159			
OTHER FRINGE BENEFITS	1,336		1,336			
COMPUTER SERVICES	4,009	1,414	2,595			
CONTRACTUAL SERVICES	16,281	7,740	8,541			
RENTS	377	50	327			
COMMODITIES	581	8	573			
GRANTS, SUBSIDIES, PENSIONS	15,011,114	13,136,512	1,874,602			
<b>TOTAL EXPENDITURES</b>	15,141,158	13,145,724	1,995,434			

## 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 PolicyArea* 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. Non-voting 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.

The Maine State Cultural Affairs Council works in coordination with Maine's locally based organizations to distribute grant funds through the New Century Community Program. The Council also works with Maine's locally based organizations to promote coordinated cultural activities, the creative economy and community revitalization.

### PUBLICATIONS:

Maine State Cultural Affairs Council Annual Report

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE CULTURAL AFFAIRS COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	2,500	2,500				
GRANTS, SUBSIDIES, PENSIONS	67,081	28,154				38,927
<b>TOTAL EXPENDITURES</b>	69,581	30,654				38,927

## MAINE ECONOMIC GROWTH COUNCIL SENATOR ELOISE VITELLI, CO-CHAIR

*Central Office* 295 WATER STREET, STE. 5, AUGUSTA, ME 04330

*Mail Address* 295 WATER STREET, STE. 5, AUGUSTA, ME 04330

*Established* 1993

*FAX* (207) 622-6346

*Telephone* (207) 622-6345

*Reference Policy Area* 01 *Umbrella* 94 *Unit* 573 *Citation* T0010 *M.R.S.A., Sect.* 000000929A

### PURPOSE:

The Maine Economic Growth Council was established to develop, maintain and evaluate a long term economic plan for the state. The Council's responsibilities include the development of a long range plan, goals, benchmarks and alternative strategies for a sustainable State economy. Additionally, the Council will monitor progress in accomplishing the State's goals and benchmarks, recommend changes in the Plan to reflect the dynamics of the international, national and state economy.

### ORGANIZATION:

The Council is composed of 19 members, appointed for 3-year terms. The Commissioner of the Department of Economic and Community Development is a 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 2013 law requires that legislative membership is one senator and one representative from both the majority and minority parties.

By statute, the Council is staffed by the Maine Development Foundation. The Council is currently co-chaired by Senator Eloise Vitelli and a member to be determined.

### PROGRAM:

The Council issued its first report, Goals for Growth: Progress 95, in fiscal year 1995 and proposed to monitor progress in six key goal areas: Innovative Businesses, Productive Workers/Reward Employment, Vital Communities, Healthy Natural Resources, Efficient Government, and State-of-the-Art Infrastructure. The report outlined specific measures and benchmarks to track and compare Maine's performance. The Council has distributed reports and conducted briefings for organizations and agencies statewide. The Council's 1997 report, Measures of Growth 97, identified 57 benchmarks in the six goal areas. The 1998 report and subsequent annual reports measured Maine's progress against these benchmarks.

The Council's Measures of Growth 2002 was restructured, retaining 40 of the original measures and adding 20 additional measures in order to better align the report with Maine's economy. The Council streamlined the indicators for the 2005 report, which honed in on the 18 most critical indicators in the economic, community, and environment spheres. Since then, the Council has carefully evaluated existing and potential indicators to ensure that the Measures of Growth provides a clear and comprehensive evaluation of the most critical factors affecting Maine's economy. Indicators added to the report in recent years include Fourth Grade Reading Scores, Eighth Grade Math Scores, Wellness and

## INDEPENDENT AGENCIES - OTHER

Prevention, Air Quality, Water Quality, Workforce, and Food Insecurity. Chronic Diseases, Population of Service Center Communities, Multiple Job Holding, and Conservation Lands have been eliminated as independent indicators.

The Council administered the "Adopt-a-Benchmark" program, which encouraged Maine organizations to take action to move the state closer to the Council's benchmarks on various indicators, from 2006 through 2011. The program was ultimately discontinued in favor of promoting more comprehensive action.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE EDUCATIONAL LOAN AUTHORITY SHIRLEY M. ERICKSON, EXECUTIVE DIRECTOR

WATS (800) 922-6352

*Central Office* 131 PRESUMPSCOT STREET, PORTLAND, ME 04103

*Mail Address* 131 PRESUMPSCOT 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 Maine students and their families in achieving their higher education goals by providing a supplemental or alternative student loan program. MELA's student loan program is designed primarily to help Maine students and their families pay for educational expenses that exceed other available financial aid resources such as scholarships, grants, and the Federal education loan programs.

### ORGANIZATION:

MELA is a quasi-governmental agency that was created and established by Maine legislation in April of 1988. MELA functions as an administratively independent authority within the current organizational structure of State government, and receives no appropriation from the Legislature for its operation. MELA is governed by a seven-member board appointed by the Governor and confirmed by the Legislature, except for the State Treasurer who serves as an ex-officio member. Under the broad guidance of the MELA Board, a full-time Executive Director organizes and coordinates the activities of the Authority.

### PROGRAM:

MELA's loan program for 2013-2014 included The Maine Loan®, The Maine Medical Loan, and the MELA Private Consolidation Loan. The Maine Loan is available to eligible undergraduate and graduate students to borrow funds up to the full cost of education less other financial aid. The Maine Medical Loan is available to eligible medical students to borrow funds up to the full cost of a medical degree less other financial aid. The MELA Private Consolidation Loan allows borrowers with qualifying alternative or private education loans to consolidate these loans. All MELA borrowers must have a Maine nexus and the loans are credit versus need based. The Maine Loan and The Maine Medical Loan are available to Maine residents attending approved schools in the United States or Canada or out-of-state students attending approved schools in Maine. Key features of The Maine Loan and The Maine Medical Loan programs include fixed interest rates, repayment terms up to 15 years, a minimum loan amount of \$1,000, and no annual or aggregate borrowing limits.

All MELA loans are funded with the proceeds from tax-exempt bonds or obligations, and no State monies are allocated to fund the program. Recent MELA bond issues were completed in July of 2010 for \$15.46 million, in June of 2012 for \$12.685 million, and in July of 2014 for \$10 million.

### PUBLICATIONS:

Maine Educational Loan Authority, Official Statement, Student Loan Revenue Bonds Series 2014A-1

## INDEPENDENT AGENCIES - OTHER

Maine Educational Loan Authority 2013 Annual Report  
The Maine Loan brochure  
The Maine Medical Loan brochure  
MELA Private Consolidation Loan brochure  
Understanding Alternative Student Loans pamphlet

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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* (207) 287-3618  
*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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - OTHER

**STATE EMERGENCY RESPONSE COMMISSION**  
**ROBERT MCALEER, CHAIRPERSON**

*WATS* (800) 452-8735  
*TTY* (207) 624-4437

*Central Office* STATE OFFICE4 BUILDING, AUGUSTA, ME 04333  
*Mail Address* 72 STATE HOUSE STATION, AUGUSTA, ME 04333

*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 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**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 *FAX* (207) 623-0095  
*Established* 1988 *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 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 2014:** 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

**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.

## INDEPENDENT AGENCIES - OTHER

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 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 2014, 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 2014, 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.

**Opinions, Lawsuits, Fees:** The Commission considered requests for the waiver of certain statutory requirements by candidates, lobbyists, political action committees, and political party committees and issued guidance on the interpretation of statutes and rules subject to the Commission's jurisdiction. The Commission issued two policy statements on the enforceability of the \$25,000 aggregate contribution limit for an individual contributor and on the enforceability of the contribution limits in the 2014 gubernatorial election.

### **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

## INDEPENDENT AGENCIES - OTHER

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; Candidate compliance manuals; Summaries of campaign contributions/expenditures; and Annual report of lobbyist compensation.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	<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	304,623	71,216	233,407			
HEALTH BENEFITS	91,303	23,734	67,569			
RETIREMENTS	61,420	13,968	47,452			
OTHER FRINGE BENEFITS	6,143	1,388	4,755			
COMPUTER SERVICES	261,370	1,840	259,530			
CONTRACTUAL SERVICES	43,629	3,974	39,655			
RENTS	47,549		47,549			
COMMODITIES	4,452	1,575	2,877			
GRANTS, SUBSIDIES, PENSIONS	1,801,647		1,801,647			
TRANSFER TO OTHER FUNDS	17,760		17,760			
<b>TOTAL EXPENDITURES</b>	<b>2,639,896</b>	<b>117,695</b>	<b>2,522,201</b>			

## FINANCE AUTHORITY OF MAINE

**BRUCE E. WAGNER, CEO**  
**RAYMOND NOWAK, 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* PolicyArea 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,

## INDEPENDENT AGENCIES - OTHER

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 Grant Program; Educators for Maine 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE AUTHORITY OF MAINE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	13,657,533	10,670,394	2,987,139			
<b>TOTAL EXPENDITURES</b>	13,657,533	10,670,394	2,987,139			

INDEPENDENT AGENCIES - OTHER

**ADVISORY COMMITTEE ON MEDICAL EDUCATION  
VACANT , 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* 1992

*Telephone* (207) 623-3263

*Reference PolicyArea* 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 or obtained a Doctors for Maine's Future Scholarship; a Maine student, resident or practicing physician who has obtained a position secured by the authority at an institution of osteopathic medical education or obtained a Doctors for Maine's Future Scholarship; 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 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 Health Professions Loan Programs and the Doctors for Maine's Future Scholarship Program, including, but not limited to: the projected costs of medical education; recommendations for the future needs of the programs; the development of sites for student clinical training; and the development of incentives to practice in under-served areas.

**FINANCES, FISCAL YEAR 2014:** 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 04330-2268

*FAX* (207) 623-5359

*Established* 1971

*Telephone* (207) 622-1958

*Reference PolicyArea* 00 *Umbrella* 94 *Unit* 336 *Citation* T0022 *M.R.S.A., Sect.* 000002054

## INDEPENDENT AGENCIES - OTHER

### **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 twelve-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 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 2014, the Authority did not issued any bonds within the Reserve Fund Resolution. It also issued \$211,933,000.00 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE HISTORIC PRESERVATION COMMISSION EARLE G. SHETTLEWORTH JR, EXEC DIR**

TTY (207) 287-6740

Central Office 55 CAPITOL ST, AUGUSTA, ME 04330

Mail Address 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0065

FAX (207) 287-2335

Established 1971

Telephone (207) 287-2132

Reference PolicyArea 03 Umbrella 94 Unit 089 Citation T0027 M.R.S.A., Sect. 000000502

### **PURPOSE:**

The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966 to identify and protect significant

## INDEPENDENT AGENCIES - OTHER

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 2013-14, the Commission expanded the National Register of Historic Places by 12 individual buildings and 2 historic districts.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally-funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

### LICENSES:

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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORIC PRESERVATION COMMISSION	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	567,661	184,425	116,540		266,696	
HEALTH BENEFITS	199,338	53,996	47,650		97,692	
RETIREMENTS	108,961	37,346	21,748		49,867	
OTHER FRINGE BENEFITS	9,766	1,832	2,422		5,512	
COMPUTER SERVICES	21,628	1,904	4,450		15,274	
CONTRACTUAL SERVICES	74,914	7,936	10,523		56,455	
RENTS	4,296		96		4,200	
COMMODITIES	62,449		15,350		45,490	1,609
GRANTS, SUBSIDIES, PENSIONS	84,049		1,500		82,549	
TRANSFER TO OTHER FUNDS	61,775		17,784		43,991	
<b>TOTAL EXPENDITURES</b>	<b>1,194,837</b>	<b>287,439</b>	<b>238,063</b>		<b>667,726</b>	<b>1,609</b>



INDEPENDENT AGENCIES - OTHER

**MAINE HUMAN RIGHTS COMMISSION**

**AMY SNEIRSON, EXECUTIVE DIRECTOR**

**MELODY PIPER, PUBLIC SERVICE COORD.**

*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

**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 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 2014, 654 new complaints were filed with the Maine Human Rights Commission. In addition, 713 complaints were carried over from the previous fiscal year. The Commission closed 683 cases, leaving a total of 684 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, Sexual Harassment Trainer Listing

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

## INDEPENDENT AGENCIES - OTHER

Housing Applicant Inquiry Guide  
The Maine Human Rights Act "What It Is & How It Works"  
Attorney Referral Listing

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMAN RIGHTS 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	554,152	326,721			227,431	
HEALTH BENEFITS	154,831	87,306			67,525	
RETIREMENTS	91,713	47,597			44,116	
OTHER FRINGE BENEFITS	15,849	10,839			5,010	
COMPUTER SERVICES	9,391	592			8,799	
CONTRACTUAL SERVICES	74,827	20,396	1,771		52,660	
COMMODITIES	6,779	2,976			3,803	
TRANSFER TO OTHER FUNDS	15,295		66		15,229	
<b>TOTAL EXPENDITURES</b>	<b>922,837</b>	<b>496,427</b>	<b>1,837</b>		<b>424,573</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 PolicyArea* 00 *Umbrella* 94 *Unit* 409 *Citation* T0030

*FAX*

*Telephone* (207) 817-3799

*M.R.S.A., Sect.* 000006212

### PURPOSE:

The Maine Indian Tribal-State Commission was created as part of the Maine Implementing Act of 1980 to "continually review the effectiveness of this Act and the social, economic, and legal relationship between the Houlton Band of Maliseet Indians, Passamaquoddy Tribe and the Penobscot Indian Nation and the State." The Commission also has a number of specific mandates, including the promulgation of fishing regulations on certain bodies of water and making recommendations concerning the acquisition of lands to be placed in trust for the Passamaquoddy Tribe and Penobscot Indian Nation.

### ORGANIZATION:

The Commission is comprised of appointees from all parties to Maine Indian Land Claims Settlement. 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 include monitoring the compliance by the parties to the Maine Indian Claims Settlement as reflected in the Maine Indian Claims Settlement Act (MICSA - 25 USCS § 1721) and Maine Implementing Act (MIA - 30 MRSA §6201); offering information, analysis, and findings concerning disputed provisions of MICSA and MIA; strengthening tribal-state relations; deepening the understanding by Tribal and State leaders of the key concepts and issues underlying both the Settlement and ongoing Wabanaki-Maine relations; promoting a relationship between the State and Tribes that is based on open communications and mutual trust and respect; and increasing the public's understanding and appreciation of the Wabanaki People. To address these overriding priorities, the Commission conducts ongoing diplomatic efforts, undertakes research into disputed

## INDEPENDENT AGENCIES - OTHER

areas of the Settlement, makes recommendations on issues affecting tribal-state relations, staffs the Annual Assembly of Governors and Chiefs, sponsors meetings and workshops, presents testimony, and collaborates on educational activities.

### LICENSES:

None.

### PUBLICATIONS:

Assessment of the Intergovernmental Saltwater Fisheries Conflict Between Passamaquoddy and the State of Maine July 2014  
Maine Indian Tribal-State Commission Annual Report 2012-2013 February 2014  
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"  
An Analysis of the Status of Wabanaki-State Relations along with a Summary of the Activities of the Maine Indian Tribal-State Commission (July 1, 2008 - June 30, 2009) January 2010

**FINANCES, FISCAL YEAR 2014:** 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				
TOTAL EXPENDITURES	89,114	89,114				

## MAINE STATE LIBRARY LINDA HALL LORD, STATE LIBRARIAN

*Central Office* CULTURAL BLDG, AUGUSTA, ME 04333-0064 *TTY* (877) 887-3878  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX* (207) 287-5624  
*Established* 1937 *Telephone* (207) 287-5620  
*Reference PolicyArea* 03 *Umbrella* 94 *Unit* 075 *Citation* T0027 *M.R.S.A., Sect.* 000000001

### 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 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

## INDEPENDENT AGENCIES - OTHER

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.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

### MAINE STATE LIBRARY

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,451,425	1,096,410			355,015	
HEALTH BENEFITS	540,926	396,885			144,041	
RETIREMENTS	267,203	200,748			66,455	
OTHER FRINGE BENEFITS	26,480	19,041			7,439	
COMPUTER SERVICES	340,325	207,271	70,065		62,989	
CONTRACTUAL SERVICES	1,119,784	556,889	227,856		335,039	
RENTS	1,662				1,662	
COMMODITIES	171,273	132,191	4,696		34,386	
GRANTS, SUBSIDIES, PENSIONS	539,048	335,031	14,000		190,017	
EQUIPMENT	43,470		43,470			
TRANSFER TO OTHER FUNDS	28,735		6,672		22,063	
<b>TOTAL EXPENDITURES</b>	<b>4,530,331</b>	<b>2,944,466</b>	<b>366,759</b>		<b>1,219,106</b>	

## MAINE LIBRARY COMMISSION

**LINDA HALL LORD, STATE LIBRARIAN**  
**BETH EDMONDS, CHAIRPERSON**

TTY (888) 577-6690

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 and

## INDEPENDENT AGENCIES - OTHER

institutional 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 five meetings during fiscal year 2013-14. 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 Modernization, 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE LOBSTER MARKETING COLLABORATIVE MATT JACOBSON, EXECUTIVE DIRECTOR

*Central Office* 2 UNION STREET, PORTLAND, ME 04101

*Mail Address* 2 UNION STREET, PORTLAND, ME 04101

*Established* 1991

*Reference Policy Area* 01 *Umbrella* 94 *Unit* 097 *Citation* T0012

*FAX*

*Telephone* (207) 541-9310

*M.R.S.A., Sect.* 000006455

### PURPOSE:

The Maine Lobster Marketing Collaborative (MLMC) 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. In 2013, the Maine Lobster Promotion Council became known as the Maine Lobster Marketing Collaborative (MLMC). The collaborative is funded through 2018 at which point its efforts will be accessed by a third party, independent auditor to ascertain the effectiveness of all its activities between the years 2014-2018. The Collaborative is a public instrumentality of the state, funded primarily through assessments paid by lobster license holders and managed by an 11-member Board of Directors composed of four harvesters, three dealers/processors, and two public members, and the Commissioners of the Department of Marine Resources and the Department of Community and Economic Development.

### PROGRAM:

The Maine Lobster Marketing Collaborative (MLMC) 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 support the value of the brand for all sectors of the industry.

### INTERNET AND ONLINE MEDIA

The MLMC 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

## INDEPENDENT AGENCIES - OTHER

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 2nd largest and fastest growing seafood market in the world.

### RETAIL & FOODSERVICE

The MLMC 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. MLMC provides foodservice operators with information needed to successfully market Maine Lobster including a buyers' database, recipe database and more.

### INTERNATIONAL

The MLMC 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 MLMC 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, MLMC's in-state summer campaign, the Maine Lobster Chef of the Year program, and the successful and growing Chef Ambassador Program. This year MLMC focused public relations efforts on gaining positive coverage of key messages in national and key regional publications.

### RESEARCH

The MLMC 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 MLMC 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, MLMC developed a comprehensive brand strategy. The process included in depth interviews with foodservice buyers, retail buyers, chefs, restaurateurs, 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 serve as an umbrella for the marketing plan and tactics.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### MAINE LOBSTER MARKETING COLLABORATIVE

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	672,037		672,037			
<b>TOTAL EXPENDITURES</b>	672,037		672,037			

## MOTOR CARRIER REVIEW BOARD

### MARK HUTCHINS, CHAIRMAN

TTY (207) 624-9085

Central Office 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029

Mail Address 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 FAX (207) 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

## INDEPENDENT AGENCIES - OTHER

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 2013-14, the Board held three meetings; conducted 59 preliminary reviews, 19 of which were conducted over two or more meetings, and 7 full reviews; 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE MOTOR VEHICLE FRANCHISE BOARD JOHN MCCURRY, CHAIRMAN

TTY (207) 624-9105

Central Office 101 HOSPITAL STREET, AUGUSTA, ME 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 2002-03 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 2014:** 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

*Established* 1972

*FAX* (207) 623-5359

*Telephone* (207) 622-9386

*Reference Policy Area* 00 *Umbrella* 94 *Unit* 376 *Citation* T0030A *M.R.S.A., Sect.* 000005951

#### PURPOSE:

The Maine Municipal Bond Bank (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 Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

#### ORGANIZATION:

The Maine Municipal Bond Bank (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 covered by the bond refunding savings, grant administrative fees and income from investment of 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 2013, bonds were issued in the General Tax-Exempt Resolution totaling \$13,525,000 that assisted 12 governmental units finance their capital projects and in May of 2014, bonds were issued in the amount of \$19,250,000 that assisted 17 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 2014, the Program provided 9 loans totaling \$9,331,229 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 2014, the Clean Water Program provided 11 loans totaling \$19,460,000 to finance wastewater construction projects. The Drinking Water Program provided 11 loans totaling \$9,933,795 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 2014.

In 2008, the Maine Legislature established the Transportation Infrastructure Fund for the purpose of providing financial assistance for the planning, design,



## INDEPENDENT AGENCIES - OTHER

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. In October of 2013, bonds were issued in the General Tax-Exempt Resolution totaling \$1,150,238 that assisted 1 governmental unit to finance their capital projects.

In 2013, the Maine Legislature established the State Liquor Operation Fund for the purpose of making advances to the State of Maine to make payments to health care providers for services provided prior to December 1, 2012 under the MaineCare program. The bonds are to be repaid from a portion of future liquor revenues collected by the State Bureau of Alcoholic Beverages and Lottery Operations. In September of 2013, the Bank issued \$220,660,000 in Liquor Operation Revenue Bonds. The issues was rated A+ by Standard & Poor'

### PUBLICATIONS:

Annual Report

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### MAINE MUNICIPAL BOND BANK

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	38,646,481	69,331	38,577,150			
TOTAL EXPENDITURES	38,646,481	69,331	38,577,150			

## MAINE STATE MUSEUM

**BERNARD FISHMAN, MUSEUM DIRECTOR**  
**SHEILA MCDONALD, DEPUTY DIRECTOR**

*Central Office* CULTURAL BUILDING, AUGUSTA, ME 04333-0083 *TTY* (207) 287-6740  
*Mail Address* 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 *FAX* (207) 287-6633  
*Established* 1966 *Telephone* (207) 287-6607  
*Reference PolicyArea* 03 *Umbrella* 94 *Unit* 073 *Citation* T0027 *M.R.S.A., Sect.* 00000085A

### 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 Maine legislature in 1836 and opened its first exhibit in the State House the following year. It was subsequently disestablished and re-established a number of times before becoming an independent, professionally staffed agency with the creation of the Maine State Museum Commission in 1965. It has occupied its present building since 1971.

## INDEPENDENT AGENCIES - OTHER

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 40 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:

EDUCATION: The museum was open Tuesdays through Saturdays and hosted 46,592 visitors, 21,024 of whom visited as part of organized educational groups. Special events included Maine Earth Science Day and Bug Maine-ia. The museum offered programs related to the now-closed exhibit "Malaga Island, Fragmented Lives," including a set of educational posters distributed to 85 schools. The Friends of the Maine State Museum organized public programs to support the museum. The museum inaugurated "Working Maine" to enhance resources related to the Maine labor mural and the Made in Maine exhibit. The museum continued to attract volunteers and interns who contributed over 1,900 hours of work. The Education Division participated in professional training programs, visited the Peabody Essex Museum in Salem, attended a STEM standards conference, and joined a multi-day Project Learning Tree course.

COLLECTIONS: Through public and private support, the museum moved part of its collection out of leased space and renovated its largest collections storage space, completing a major move of over 50,000 objects. The museum also moved most of its natural science collections into a space made available by the Maine State Library. These complex moves were the most intensely pursued projects of the year and commanded the largest amount of staff time. The museum accepted 48 new accessions through donation, transfer, or purchase. Highlights included a 1757 agreement between Samuel Waldo and the Count of Newwieds to establish a German settlement in Maine; an 1810 hearse from Alna; Civil War documents and artifacts detailing the services of the Keelys of Saco; a rare painting of the now-extinct passenger pigeon; miniature carvings from Dunton quarry tourmaline; and a set of horns from an Irish elk (giant deer). Museum collections management staff continued to enhance collections through upgraded management processes and deaccession of items better related to the missions of other institutions.

In cooperation with the Maine Historic Preservation Commission (MHPC), the museum received a grant from the Council on Library and Information Resources to catalog and make accessible 22,000 photographs held by the MHPC.

EXHIBITS: The museum's popular exhibition, "Maine Voices from the Civil War," saw its first full year open to the public. The display of Maine's moon rock was updated to include photographs of the 1972 Apollo 17 moon landing. Small short-term exhibits highlighted new acquisitions and special events, including the 75th anniversary of Donn Fendler's experience of being lost on Mt. Katahdin.

OUTREACH: The museum's website had 40,883 visits, with 156,620 individual page views. Artifacts and specimens were lent to other institutions and agencies, including the natural science collections loan program benefiting teaching by the Maine Forest Service, Department of Inland Fisheries and Wildlife, Unity College, Bates College, and Bowdoin College. Museum staff installed two exhibits off-site, including objects from the Revolutionary War privateer Defence at the Wilson Museum and archaeological collections displayed at Togus VA. Museum staff served on professional committees, taught at institutions of higher learning, responded to requests for information, and spoke at state and regional conferences. One staff member served on the board of the New England Museum Association; another served as the associate editor of the "Journal of Paleontology."

### 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

## INDEPENDENT AGENCIES - OTHER

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 on fossil distribution in the journal "Stratigraphy."

Book-length publications authored by museum staff or published by the museum include:

MAINE VOICES FROM THE CIVIL WAR (Maine State Museum) by Laureen A. LaBar, 2013

MALAGA ISLAND, FRAGMENTED LIVES (Friends of the Maine State Museum) by Katherine A. McBrien, 2013

THE SWORDFISH HUNTERS (Bunker Hill Publishing) by Bruce J. Bourque, 2013

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

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE MUSEUM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	931,849	882,694	49,155			
HEALTH BENEFITS	309,544	295,247	14,297			
RETIREMENTS	173,976	165,207	8,769			
OTHER FRINGE BENEFITS	15,560	14,608	952			
COMPUTER SERVICES	53,296	47,821	4,921		554	
CONTRACTUAL SERVICES	158,160	87,159	44,402		26,599	
RENTS	35,718	35,264	454			
COMMODITIES	97,525	85,485	10,209		1,831	
TRANSFER TO OTHER FUNDS	45,964		45,325		639	
TOTAL EXPENDITURES	1,821,592	1,613,485	178,484		29,623	

## MAINE STATE MUSEUM COMMISSION BERNARD FISHMAN, MUSEUM DIRECTOR CHARLES J. MICOLEAU, CHAIR

Central Office CULTURAL BUILDING, AUGUSTA, ME 04333-0083 TTY (207) 287-6740  
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

## INDEPENDENT AGENCIES - OTHER

### **PURPOSE:**

The Commission, established in 1965, meets regularly to formulate policies and to exercise general supervision of Maine State 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 Maine State Museum Commission consists of 15 members, appointed by the Governor for terms of five years. The Commission met every other month in fiscal year 2014. Commission committees met throughout the year. A particular effort by the Commission was the successful completion and implementation of a strategic plan for the museum's next five years.

### **PROGRAM:**

See Maine State Museum.

### **LICENSES:**

See Maine State Museum.

**FINANCES, FISCAL YEAR 2014:** 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 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

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2014:** 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 growth 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 a panel of members 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 2014  
Petitions Received: 8  
Written Decisions Issued: 1  
Cases in Superior Court: 0  
Cases Stayed: 0

#### PUBLICATIONS:

State Board of Property Tax Review - Rules of Procedure

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,175	2,175				
COMPUTER SERVICES	585	585				
CONTRACTUAL SERVICES	74,401	74,401				
COMMODITIES	1,579	1,579				
TOTAL EXPENDITURES	78,740	78,740				

INDEPENDENT AGENCIES - OTHER

**MAINE PUBLIC UTILITY FINANCING BANK**  
**MICHAEL GOODWIN, EXECUTIVE DIRECTOR**

*WATS* (800) 821-1113

*Central Office* 127 COMMUNITY DR, AUGUSTA, ME 04330

*Mail Address* 127 COMMUNITY DR, AUGUSTA, ME 04330

*Established* 1981

*FAX*

*Telephone* (207) 622-9386

*Reference PolicyArea* 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:**

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM**  
**SANDRA J. MATHESON, EXECUTIVE DIRECTOR**

*WATS* (800) 451-9800

*TTY* (207) 512-3102

*Central Office* 96 SEWALL STREET, AUGUSTA, ME 04330

*Mail Address* 46 STATE HOUSE STATION, AUGUSTA, ME 04333-0046 *FAX* (207) 512-3101

*Established* 1942

*Telephone* (207) 512-3100

*Reference PolicyArea* 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 299 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

## INDEPENDENT AGENCIES - OTHER

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, 2014, there are ten employers participating in the 401(a) plan with 76 participants, 55 employers participating in the 457(b) plan with 508 participants, and one employer participating in the 403(b) plan with 330 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 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, 2014, there are approximately 50,800 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, 2014, there are approximately 50,800 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, 2014, a total of 39,996 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2014 was \$65,870,661. 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

## INDEPENDENT AGENCIES - OTHER

for fiscal year 2014.

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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	751,484	751,484				
TOTAL EXPENDITURES	751,484	751,484				

## SACO RIVER CORRIDOR COMMISSION

### DENNIS FINN, EXECUTIVE DIRECTOR

*Central Office* 81 MAPLE STREET, CORNISH, ME 04020

*Mail Address* P.O. BOX 283, CORNISH, ME 04020

*Established* 1973

*FAX* (207) 625-7050

*Telephone* (207) 625-8123

*Reference PolicyArea* 04 *Umbrella* 94 *Unit* 412 *Citation* T0038 *M.R.S.A., Sect.* 000000954

### PURPOSE:

The purpose of the Saco River Corridor Commission is to protect the drinking water quality of the Saco River and the integrity of the natural resources that make up the land base of the Corridor which borders the Saco, Ossipee and Little Ossipee Rivers. The Act, which is legislatively mandated, is the source of the Commission's authority, mission and program elements, seeks to protect all of the values of this land and water area. These values include the economic, natural, scenic, recreational and wildlife resources, which clearly highlights the importance of this natural treasure. 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



## INDEPENDENT AGENCIES - OTHER

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 of the Saco River Corridor Commission.

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 is a perfect example of regional communities working together toward a common goal to protect a dynamic, regional resource of economic importance to the entire area.

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 consists of an Executive Director, an administrative assistant, and volunteers provide 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 ensure that growth in the Corridor does not diminish water quality. The Commission staff, with available resources, provides assistance to applicants, abutters, code enforcement officers and municipal officials. During this fiscal year, the Commission conducted 3 public hearing and 11 regular meetings. Members considered a total of 94 applications for permits and amendments to permits previously granted within the Corridor. Commission staff traveled 9,432 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 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 18 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:

## INDEPENDENT AGENCIES - OTHER

(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 2014:** 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
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	86,967	46,960	40,007			
<b>TOTAL EXPENDITURES</b>	86,967	46,960	40,007			

## SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS COUNCIL

### JEROME PIEH, CHAIRPERSON

*Central Office* ,,  
*Mail Address* 219 CAPITOL STREET, SUITE 3, AUGUSTA, ME 04330 *FAX* (207) 287-5885  
*Established* 2011 *Telephone* (207) 626-3230  
*Reference PolicyArea* 02 *Umbrella* 94 *Unit* 663 *Citation* T00020AM.R.S.A., Sect. 000000011

### 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.

### 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

## INDEPENDENT AGENCIES - OTHER

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TECHNOLOGY INSTITUTE BRIAN WHITNEY, INTERIM DIRECTOR

*Central Office* 8 VENTURE AVENUE, BRUNSWICK, ME 04011

*Mail Address* 8 VENTURE AVENUE, BRUNSWICK, ME 04011

*Established* 1999

*Reference PolicyArea* 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 director of business development, 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 \$104 million in direct investments in approximately 300 companies and non-profit research and development organizations.

### PROGRAM:

MTI makes 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 of up to \$5,000 per project, to support business plan development, intellectual

## INDEPENDENT AGENCIES - OTHER

property filings, market analysis, or planning and preparation activities related to the submission of Federal SBIR/STTR Phase I grants or Federal Broad Agency Announcement for technology development. In fiscal year 2014, MTI received 89 TechStart Grant applications and approved 49 awards, representing \$215,000 (matched by \$250,000).

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 2014, MTI received 84 Seed Grant applications and approved 46 awards, representing \$917,000 (matched by \$1.2 million).

Business Accelerator Grants are available to companies that won Federal SBIR (Small Business Innovation Research) 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 2014, MTI received nine applications and awarded nine Business Accelerator Grants for \$213,000 (matched by \$2.2 million).

Development Loans are competitive awards of up to \$500,000 per project and are awarded three times per year. In fiscal year 2014, MTI received 22 development loan applications and funded 12 awards for \$3.5 million (matched by \$4.0 million).

The Equity Capital Fund provides investment capital to companies that have received Development Awards or Loans to help them leverage venture fund and individual equity investor capital. In fiscal year 2014, MTI made four investments totaling \$252,000 (matched by \$1.3 million), on the same terms as lead venture capital funds and individual investors.

Cluster Initiative Program awards are competitive grants aimed to accelerate the strength and scale of Maine's high-potential technology intensive clusters. Clusters are concentrations of companies and other organizations that serve similar customers or business interests and draw on similar knowledge and workforce skills in the development of innovative products and services. In fiscal year 2014, MTI received seven applications and approved seven awards for approximately \$1.5 million (matched by \$1.8 million).

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 non-profit research institutions secure further investment. As of fiscal year 2011, the program was fully invested.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## WELLS NATIONAL ESTUARINE RESEARCH RESERVE MANAGMNT AUTHORITY

### PAUL DEST, DIRECTOR

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*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.* 000001108

#### **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

## INDEPENDENT AGENCIES - OTHER

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 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

## INDEPENDENT AGENCIES - OTHER

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 field 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIRIGO HEALTH**

### **KARYNLEE HARRINGTON, PUBLIC SERVICE EXECUTIVE**

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*Mail Address* 53 STATE HOUSE STATION, AUGUSTA, ME 04333-0053 *FAX* (207) 287-9922

*Established* 2003

*Telephone* (207) 287-9900

*Reference Policy Area* 05 *Umbrella* 95 *Unit* 629 *Citation* T0024A *M.R.S.A., Sect.* 000006901

#### **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 2014, the Dirigo Health Agency Board of Trustees met to continue the planning discussions associated with the de-funding of the agency as of December 31, 2013 and for the termination and transition of all its coverage programs including: DirigoChoice, Part-Time Voucher Program and its High Risk program. The Board heard presentations from the health plans in the State that agreed to participate in the federal health insurance exchange and discussed the transition of Dirigo members into these programs. The Board also discussed the ongoing work and funding of the Maine Quality Forum and future governance of the Agency. The Dirigo Board submitted a letter to the Agency's Legislative Committee of oversight, the Insurance and Financial Services Committee, supporting the transition of the Maine Quality Forum into the Maine Health Data Organization - an independent State Agency. Staff prepared legislative language for the transition and although supported by the committee of oversight, the board of the Maine Health Data Organization and the LD 1818 Workgroup the language did not get the unanimous support from the Appropriations Committee. The Legislature did make the decision in fiscal year 2014 to move the MQF into the general fund baseline budget as of the last quarter of fiscal year 2015 forward.

At the close of calendar year 2013, the DirigoChoice program had been in operation for over nine and a half years. The total number of members served by the Dirigo Health programs since inception through the end of the program was over 40,000. Although difficult to know with certainty we suspect that many of the people covered by one of the Dirigo Health programs transitioned into one of the newly available health plans offered through the federal health insurance exchange/marketplace. The MQF continued 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 holds the agreement with CMS for the Multi-Payer Advanced Primary Care Practice demonstration which brings the Medicare beneficiaries into the PCMH pilot. In addition, in fiscal year 2014 the MQF developed and launched its Maine Patient Experience Matters website which can be found at: <http://www.mainepatientexperiencematters.org/> The Maine Patient Experience Matters initiative is the first statewide survey of patients' experience in Maine. The website provides information from the patients' perspective about the

## INDEPENDENT AGENCIES - OTHER

care they receive at adult primary care, specialty and pediatric practices. The website allows consumers to compare results across participating practices in the State. In addition the MQF planned for and launched a second round of our 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.

### PUBLICATIONS:

2014 Annual Report on Healthcare Associated Infections (HAI) in Maine  
 Advancing Patient Safety in the Ambulatory Setting-Maine's Pilot of the AHRQ Medical Office Survey on Patient Safety Culture-Final Report  
 Patient Experience Matters Website: <http://www.maine-patient-experiencematters.org/>

**FINANCES, FISCAL YEAR 2014:** 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	333,953					333,953
HEALTH BENEFITS	99,953					99,953
RETIREMENTS	73,014					73,014
OTHER FRINGE BENEFITS	6,629					6,629
COMPUTER SERVICES	249,478				390	249,088
CONTRACTUAL SERVICES	903,116				25,668	877,448
RENTS	91,029					91,029
COMMODITIES	1,977					1,977
GRANTS, SUBSIDIES, PENSIONS	26,584,831				1,601,060	24,983,771
TRANSFER TO OTHER FUNDS	151,835				2,249	149,586
<b>TOTAL EXPENDITURES</b>	<b>28,495,815</b>				<b>1,629,367</b>	<b>26,866,448</b>

## DOWNEAST INSTITUTE FOR APPLIED MARINE RESEARCH AND EDUCATION

### DR. BRIAN BEAL, DIRECTOR OF RESEARCH

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*Mail Address* PO BOX 83, BEALS, ME 04611-0083 *FAX*  
*Established* 2003 *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(DEI)-- 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 overseen by a 16-member volunteer board of directors and employs a full-time program director, two research/production assistants, and education director. 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



## INDEPENDENT AGENCIES - OTHER

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 clambers 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 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, DEI 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. DEI is 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST INSTITUTE FOR APPLIED MARINE RESEARCH AND EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	12,554	12,554				
TOTAL EXPENDITURES	12,554	12,554				

## EFFICIENCY MAINE TRUST MICHAEL STODDARD, EXECUTIVE DIRECTOR

*Central Office* 168 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6262  
*Mail Address* 168 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

## INDEPENDENT AGENCIES - OTHER

### 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 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 Energy Office 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 2013-14, Efficiency Maine Trust implemented the first 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.

### 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

#### EFFICIENCY MAINE TRUST

	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	95,363		95,363			
HEALTH BENEFITS	42,969		42,969			
RETIREMENTS	19,641		19,641			
OTHER FRINGE BENEFITS	1,948		1,948			
GRANTS, SUBSIDIES, PENSIONS	14,584,772		14,584,772			
TRANSFER TO OTHER FUNDS	3,526		3,526			
<b>TOTAL EXPENDITURES</b>	<b>14,748,219</b>		<b>14,748,219</b>			

## MAINE HUMANITIES COUNCIL

**HAYDEN ANDERSON, EXECUTIVE DIRECTOR**

**ANNE SCHLITT, ASSISTANT DIRECTOR**

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*Mail Address* 674 BRIGHTON AVENUE, PORTLAND, ME 04102

*Established* 2001

*Reference PolicyArea* 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 statewide 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

## INDEPENDENT AGENCIES - OTHER

include teachers (K to 12), low literacy adults, health care providers, public library patrons, students, veterans, and the general public. The Council is an independent nonprofit organization.

At present the Council's only Part I funding from State Government is for the New Century Program. 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 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 2010 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. World in Your Library offers libraries a chance to host a foreign policy speaker series.

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. The program serves approximately 500 Mainers each year.

The annual Dorothy Schwartz Forum on Art, Science & the Humanities is a public themed one-day symposium with a multidisciplinary focus.

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 VA in Maine and has expanded to more than 25 states nationwide, including 13 VAs. A new component of the program, the Domestic Violence Prevention Initiative, serves those who support Mainers affected by domestic violence.

Our new veterans programming is part of Standing Together, an NEH initiative to promote understanding of the military experience and to support returning veterans. This program offers facilitated small-group reading and discussion programs directly to veterans.

Winter Weekend: 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 3-year program offered in partnership with the Maine Historical Society. It provided grants to five communities in 2013-14 and five in 2014-15. Three public symposia exploring Maine and the Civil War have been offered.

Think and Drink is a happy-hour series that sparks provocative conversations about big ideas. The series invites the audience to participate in a facilitated public conversation with two panelists who have expertise in the subject at hand.

New Century Program Humanities Grants (from \$500 to \$7,500) support community organizations in developing and presenting local public humanities programs.

## INDEPENDENT AGENCIES - OTHER

Since 1999, these grants have been funded by the state legislature. Our collaboration with Maine Arts Commission offers grants for projects that include both artistic and humanities elements.

**Letters About Literature:** 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.

**Student Humanities Ambassador Program:** for rising 10th or 11th graders interested in community engagement through the humanities. The selected student(s) work with MHC to identify a topic and create, plan, run, and evaluate a humanities-based program or event in their community.

**Our School District Educator Program** offers a free yearlong series of customized workshops for high school educators within a school district, focusing on reading and writing across the content areas.

### **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 2014:** 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	53,357	53,357				
<b>TOTAL EXPENDITURES</b>	<b>53,357</b>	<b>53,357</b>				

## **MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

### **JOHN PELLETIER, EXECUTIVE DIRECTOR**

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*Mail Address* 154 STATE HOUSE STATION, AUGUSTA, ME 04333-0154 *FAX* (207) 287-3293

*Established* 2009 *Telephone* (207) 287-3254

*Reference Policy Area* 06 *Umbrella* 95 *Unit* 649 *Citation* T00004 *M.R.S.A., Sect.* 00001801

### **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.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2014:** 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	344,580	344,580				
HEALTH BENEFITS	146,560	146,560				
RETIREMENTS	68,257	68,257				
OTHER FRINGE BENEFITS	7,037	7,037				
COMPUTER SERVICES	65,788	65,788				
CONTRACTUAL SERVICES	13,354,927	12,697,421	657,506			
RENTS	1,140	1,140				
COMMODITIES	2,975	2,975				
GRANTS, SUBSIDIES, PENSIONS	475	475				
<b>TOTAL EXPENDITURES</b>	<b>13,991,739</b>	<b>13,334,233</b>	<b>657,506</b>			

## CENTERS FOR INNOVATION

### CHRISTOPHER V. DAVIS, EXEC. DIR, AQUACULTURE

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*Mail Address* 5717 CORBETT HALL, ROOM 436, ORONO, ME 04469-5717 *FAX* (207) 581-1479

*Established* 1999

*Telephone* (207) 832-1075

*Reference PolicyArea* 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 2014:** 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>	<b>118,009</b>	<b>118,009</b>				

INDEPENDENT AGENCIES - OTHER

**SMALL ENTERPRISE GROWTH BOARD**

**JOHN F. BURNS, CFA, MANAGING DIRECTOR**  
**TERRI WARK, OFFICE OPS MGR, BD CLERK**

*Central Office* , ,

*Mail Address* P.O. BOX 63, NEWPORT, ME 04953

*Established* 1996

*Reference PolicyArea* 01 *Umbrella* 95 *Unit* 592 *Citation* T0010

*FAX*

*Telephone* (207) 924-3800

*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 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE VACCINE BOARD**

**FRED POTTER, KIDVAX.ORG**

*Central Office* PO BOX 1855, CONCORD, NH 03302-1885

*Mail Address* , ,

*Established* 2010

*Reference PolicyArea* 05 *Umbrella* 95 *Unit* 659 *Citation* T00022

*FAX* (855) 543-7329

*Telephone* (855) 543-7829

*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. In the fiscal year

## INDEPENDENT AGENCIES - OTHER

ending 6-30-2014, the board supplied over \$11 million to the state for the purchase of childhood vaccines. Universal Purchase funded by MVB in fiscal year ending 2014 was estimated to have produced savings in childhood vaccine costs of more than 26%.

### **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 7 times in fiscal year 2013-14.

### **PUBLICATIONS:**

FYE 6/30/2014 MVB Program Savings Calculation.

VaxFacts ME 2013-2014

MVB maintains a website which documents its activities in detail at [www.MEvaccine.org](http://www.MEvaccine.org)

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

**NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION**

**DOUG DENICO, DIRECTOR, FORESTRY**

*Central Office* HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330 *TTY* (888) 577-6690  
*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-8422  
*Established* 1949 *Telephone* (207) 287-2791  
*Reference Policy Area* 04 *Umbrella* 98 *Unit* 327 *Citation* S1949 *M.R.S.A., Sect.* 000000075

**PURPOSE:**

The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

**ORGANIZATION:**

The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex-officio, the Director of the Bureau of Forestry or designee; a legislator appointed by the Governor and a citizen appointed by the Governor for a term of three years.

**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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY**

**DAVID BERNHARDT, COMMISSIONER**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04333  
*Mail Address* 24 CHILD STREET, 16 SHS, AUGUSTA, ME 04333 *FAX*  
*Established* 1936 *Telephone* (207) 624-3000  
*Reference Policy Area* 08 *Umbrella* 98 *Unit* 419 *Citation* S1937 *M.R.S.A., Sect.* 000000018

**PURPOSE:**

The Authority has responsibility to maintain, reconstruct, and operate an interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine and Portsmouth, New Hampshire.

**ORGANIZATION:**

The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Commissioner of the Department of Transportation of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a compact entered into by said states which was consented to by the Congress of the



## INDEPENDENT AGENCIES - INTERSTATE COMPACT

United States.

The makeup and mission of the IBA is currently under review. Membership changes could include the addition of toll organizations in both states, and the jurisdiction could expand to other Portsmouth-Kittery bridges.

### PROGRAM:

Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and has conducted its activity in accordance with the above purpose.

### LICENSES:

As this is a quasi-governmental authority, this category is not applicable.

### PUBLICATIONS:

A history of the Maine-New Hampshire Interstate Bridge Authority is available at selected libraries. Other Authority documents are generally internally oriented.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## 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 the themes of the St. Croix's international management plan. Of particular note in fiscal year 2014 were:

#### CONSERVATION and RECREATION

The Commission 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 recreational user survey was conducted in 2014 on the waterway to inform recreation management.

#### ECONOMIC DEVELOPMENT

The Commission is working with several rural revitalization efforts in both Maine

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

and New Brunswick such as GROWashington-Aroostook and Rural Redefined-the Georgetown Conference.

### FISHERIES

The Commission worked with the Atlantic Salmon Federation on continued fish passage monitoring at the Milltown Fishway, with plans to resume responsibility for these counts in 2015.

### WATERWAY MANAGEMENT

In 2014 the Commission completed a Progress Report on its 1993 Management Plan, to inform the update of this Plan, as per the Commission's mandate, in 2015. The Commission also completed a five-year strategic plan for the organization. It responded to more than 2000 technical and general inquiries and delivered presentations on a variety of St. Croix and international management topics. 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 longterm 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. 2010.

The Commission has also produced a number of technical publications on St. Croix water quality, fisheries, recreation and development topics.

**FINANCES, FISCAL YEAR 2014:** 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.

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

### PROGRAM:

The Commission's primary task is to coordinate the activities of its member states as they strive for water quality improvement. 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.

### 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	7,950	7,950				
TOTAL EXPENDITURES	7,950	7,950				

## 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 2013.

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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WILD BLUEBERRY COMMISSION OF MAINE	<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	1,526,415		1,526,415			
<b>TOTAL EXPENDITURES</b>	1,526,415		1,526,415			

## UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE

**WILLIAM J. MALAY, 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 PolicyArea* 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 2014:** 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 PolicyArea* 05 *Umbrella* 99 *Unit* 576 *Citation* T0022 *M.R.S.A., Sect.* 000003883

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### PURPOSE:

The Maine Children's Trust, Inc. 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, four members from the Maine Association of Child Abuse and Neglect Prevention Councils, two representatives from the Department of Human Services appointed by the DHHS Commissioner, three members appointed by the Governor, three appointed by the Maine Chamber of Commerce and Industry, and at least 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 and provide funding to recipients and initiatives that best address reduction of child abuse and neglect through prevention.

**FINANCES, FISCAL YEAR 2014:** 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	12,973		12,973			
TOTAL EXPENDITURES	12,973		12,973			

## 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

*FAX* (207) 626-7831

*Established* 1941

*Telephone* (207) 626-7830

*Reference PolicyArea* 06 *Umbrella* 99 *Unit* 238 *Citation* T0006 *M.R.S.A., Sect.* 000000301

### PURPOSE:

The Civil Air Patrol (CAP) provides an organization to aid United States citizens through voluntary contribution of their efforts, services and resources for the maintenance of aerospace education and to assist in meeting local, state and national emergencies, particularly air search and rescue, and disaster relief.

To accomplish the purposes for which it was chartered CAP: (1) Conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities. (2)

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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, 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **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 2014:** 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* (207) 624-9970

*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 ninth round of grant awards, awarding nearly \$1.0 million to nine projects. To date the Authority has funded 123 projects with nearly \$10 million in grant funds for a total project value of almost \$20 million. The next grant round will be announced in late summer of 2015.

The Authority previously 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. These programs conclude January 31, 2015.

### **PUBLICATIONS:**

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

Developing Broadband in Maine: Baseline Update 2013 (no charge)

Universal Service Fund (USF) Assessment: A Study of the Impacts and Opportunities of USF Reform in Maine (no charge)

Developing Broadband in Maine: Strategic Plan (no charge)

ConnectME Highway Broadband Utilization Study (no charge)



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2014:** 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

*FAX* (207) 287-7161

*Telephone* (207) 287-3621

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 016 *Citation* T0007 *M.R.S.A., Sect.* 000002998B

#### **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 Board 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, Board appointments, and Board members' term limits.

The Council is funded by the National Dairy Promotion and Research Order assessment paid by Maine dairy farmers 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE DAIRY PROMOTION BOARD

### CHERYL L. BEYELER, EXECUTIVE DIRECTOR

*Central Office* 333 CONY RD, AUGUSTA, ME 04330

*Mail Address* 333 CONY ROAD, AUGUSTA, ME 04330

*Established* 1953

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 024 *Citation* T0007

*FAX* (207) 287-7161

*Telephone* (207) 287-3621

*M.R.S.A., Sect.* 000002992A

#### PURPOSE:

The Maine Dairy Promotion Board is 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 provide 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.

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 consumer 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 such as The Great American Milk Drive. 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.drinkmainemilk.org](http://www.drinkmainemilk.org). and Facebook page at [drinkmainemilk.org](http://drinkmainemilk.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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PUBLICATIONS:**

Dairy checkoff information and brochures, dairy industry messaging and materials, crisis information, dairy product recipe materials.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE DEVELOPMENT FOUNDATION**

**JONATHAN EDGERTON, CHAIR**

**HAROLD CLOSSEY, PRESIDENT & CEO**

*Central Office* 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330

*Mail Address* 295 WATER STREET, SUITE 5, AUGUSTA, ME 04330

*Established* 1977

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 399 *Citation* T0010

*FAX* (207) 622-6346

*Telephone* (207) 622-6345

*M.R.S.A., Sect.* 000000916

### **PURPOSE:**

The Maine Development Foundation (MDF) is a nonprofit economic development corporation created by the Maine Legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors. MDF champions sustainable, long-term growth for Maine. The foundation is a catalyst for new ideas and provides common ground for solving problems and advancing issues.

### **ORGANIZATION:**

Enabling legislation (10 M.R.S.A. Sec. 915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. The foundation has the power of a private corporation, which allows the board of directors the freedom to establish and change the activities of the foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the foundation's board of directors are elected by contributors to the foundation. The board includes both public and private members. This is designed to encourage active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The board of directors consists of fifteen people: twelve elected by the 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 leaders 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 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.

**NEXT STEP 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. Next Step Maine is part of our effort to capitalize on Maine's ready population of non-traditional students and working adults to help them increase their value in the workforce through increased skills and knowledge.

### **PUBLICATIONS:**

"Measures of Growth," Maine Economic Growth Council

Leadership Maine Alumni Directory

Various research reports, surveys, and program and economic evaluations

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	58,444	58,444				
<b>TOTAL EXPENDITURES</b>	58,444	58,444				

## **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 PolicyArea* 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### ORGANIZATION:

DRC is a private non-profit agency with a governing Board of Directors. DRC is mandated and enabled by both federal and state laws.

### PROGRAM:

DRC represents individuals with disabilities by providing information and referral, individual representation, legal representation, rights training and through systemic advocacy.

### LICENSES:

N/A

### PUBLICATIONS:

- \*A Basic Guide to Self-Advocacy
- \*A Consumer Guide to the Ticket to Work in Maine
- \*Advance Health Care Directives for Planning Mental Health Care
- \*Employment Rights for People with Disabilities
- \*How to Vote and Your Rights in the Voting Process
- \*Involuntary Hospitalization and Outpatient Services Laws

**FINANCES, FISCAL YEAR 2014:** 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

WATS (800) 639-8605

Central Office 69 U.S. ROUTE 1, SCARBOROUGH, ME 04074

Mail Address P.O. BOX 190, SCARBOROUGH, ME 04074-0190

Established 1999

FAX (207) 885-0807

Telephone (207) 883-4131

Reference Policy Area 05 Umbrella 99 Unit 603 Citation P1999 M.R.S.A., Sect. 00000401TT

### PURPOSE:

The Foundation for Blood Research (FBR) is a non-profit organization that finds more effective ways to identify, manage and treat human disease through clinical and laboratory investigation, epidemiology, education, and clinical testing.

### ORGANIZATION:

The Foundation is governed by a board of trustees representing the biotechnology and professional communities, education, and business. The board consists of at least 11 trustees, but not more than 21.

### PROGRAM:

FBR's scientific mission focuses on preventive medicine. The professional staff develops alliances with other organizations for carrying out collaborative clinical research studies and takes a leadership role in developing educational activities for health professionals, pre-college science teachers, and the public. The FBR senior scientific staff also has a role in public health policy-making at a national level.

ScienceWorks, FBR's outreach education program for Maine's 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%

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

of the secondary schools throughout the state. The program includes teacher professional development (through content-specific institutes), a scientific equipment and distribution project (through which several million dollars worth of donated used or surplus laboratory equipment has been collected and distributed to 90% of Maine's secondary schools), and an interactive learning laboratory that allows teachers to bring classes to our research facility for hands-on laboratory experience as a supplement to classroom teaching. All activities are aligned with the National Science Education Standards and Maine's Learning Results.

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FOUNDATION FOR BLOOD RESEARCH	<b>TOTAL FOR ALL FUNDS</b>	<b>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	52,175	52,175				
<b>TOTAL EXPENDITURES</b>	52,175	52,175				

## 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. MECDHH/GBSD will be recognized as a leader in deaf education by providing exceptional programs and services.

### ORGANIZATION:

The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Education. From 1982 through 1996 Department's Office of Federal/State/Local Relations served as liaison to the Commissioner and Legislature and resource on administrative and policy matters.

In 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for the construction of a new residential facility for the deaf on Mackworth Island, which was left by Governor Baxter for that purpose. In 1957, the Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf. In 1997, the Governor appointed a separate School Board to oversee the operations of GBSD. In 2005, in order to better reflect the statewide mission of the organization, the name was changed to the Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PROGRAM:**

MECDHH/GBSD provides a wide range of services for students, families and professionals in the state. Comprehensive programming includes the Governor Baxter School for the Deaf, which provides a Parent Infant Toddler Program, Preschool Program, Academic Programs for kindergarten through 5th grade, support services for kindergarten students attending East End Community School, 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 through grade 12 statewide.

**FINANCES, FISCAL YEAR 2014:** 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 PolicyArea* 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 fiscal year 2013, the Authority issued \$10,055,000 in new bonds to finance additional construction of the Kennebec County Courthouse project, the renovation of several state facilities and the upgrade of information technology within the State.

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 2014:** 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

*FAX*

*Telephone* (207) 465-3062

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 599 *Citation* T0008 *M.R.S.A., Sect.* 000000285

### **PURPOSE:**

The Harness Racing Promotion Board was created in 1993 Public Law, chapter 388 to promote harness racing activities in the State of Maine and encourage increased participation in racing and wagering.

### **ORGANIZATION:**

1997 Public Law, chapter 528, changed the make up of the Board and removed the oversight from the Department of Agriculture, 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.

In addition, the Promotional Board contracted for the production of a documentary film on harness racing in Maine called Race Day Maine. This was a huge success and has been aired on many Maine television stations, some local and many statewide. Race Day Maine includes scenes from farms, including family members, as they begin each day and what the day brings, from the birth of the foals to the care required to raise them to race, showing typical daily work and the preparations required when they are scheduled to travel to the various racing venues. Visits were made to see the farriers and the veterinarians, the race tracks and the stables where the horses live and train, including Maine Agricultural Fairgrounds and training centers that provide housing and year round tracks. Copies of the film were widely distributed and the viewing is continuous. The film is also available for viewing by interested groups and industry members.

"Whinny", the Board's mascot, appeared at many functions during fiscal year 2013. 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



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

HARNESS RACING PROMOTIONAL BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	67,021		67,021			
TOTAL EXPENDITURES	67,021		67,021			

## 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

*FAX* (207) 775-4301

*Telephone* (207) 774-1822

*Reference Policy Area* 03 *Umbrella* 99 *Unit* 176 *Citation* S1822 *M.R.S.A., Sect.* 000000118

#### PURPOSE:

Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It 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, eleven standing committees and three subcommittees advise and support the Society staff of 15 full-time and 12 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 an estimated 150,000 books and pamphlets, 200,000 photographs, 3,000 maps and atlases and over 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, church and religious records, account books and business records, genealogical research collections, cartographic and land surveys, architectural and engineering drawings, photographs, prints and broadsides. The library catalogue is available on line via the Society's website. The Library is open year round 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," "This Rebellion: Maine in the Civil War," and "Home: The Longfellow House and the Emergence of Portland." Guided tours of the Wadsworth-Longfellow House were offered May through December In 2013, more than 18,500 visitors, including more than 2,000 school children, visited the House, Gallery, or took the Longfellow or Portland History walking tours, or attended public programs. 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 major grants from the Institute of Museum & Library Services and the National Endowment for the Humanities, MHS, in partnership with the Maine State Library and Maine Humanities Council, respectively, worked with organizations and communities throughout the state to support local history digitization projects, resulting in thousands of new historical items and stories being added to Maine Memory. More information is available at: [www.mainememory.net/share\\_history/training.shtml](http://www.mainememory.net/share_history/training.shtml).

### PUBLICATIONS:

Maine History, a peer reviewed scholarly journal published twice a year in conjunction with the Department of History at the University of Maine.  
A Maine Prodigy: The Life and Adventures of Elise Fellows White, 2011.  
Henry Wadsworth Longfellow and his Portland Home, 2004.  
New men, New Issues: The Formation of the Republican Party in Maine, 1986  
Canals and Inland Waterways of Maine, 1982  
The Letters of Thomas Gorges, 1978  
Maine, Charles II and Massachusetts, 1977  
Maine Bibliographies Series, 1972-1994  
Province and Court Records of Maine, 1928- 1975  
Maine Town Vital Records Series, 1917-1944  
Proceedings of the Maine Historical Society, 1899-1914  
Collections of the Maine Historical Society, Series Two and Three, 1890-1907  
York Deeds, 1887-1910  
Documentary History of the State of Maine, Collections of the Maine Historical

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Society, Second Series, 1869-1916  
Collections and Proceedings of the Maine Historical Society, Series One,  
1831-1887

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	44,864	44,864				
TOTAL EXPENDITURES	44,864	44,864				

## MAINE HOSPICE COUNCIL

### KANDYCE POWELL, EXECUTIVE DIRECTOR

*Central Office* 295 WATER STREET, SUITE 303, AUGUSTA, ME 04330

*Mail Address* P.O. BOX 2239, AUGUSTA, ME 04338-2239

*FAX* (207) 622-1274

*Established* 1984

*Telephone* (207) 626-0651

*Reference PolicyArea* 05 *Umbrella* 99 *Unit* 516 *Citation* T0022 *M.R.S.A., Sect.* 000008611

#### PURPOSE:

The Maine Hospice Council exists to ensure increased access to high quality end of life care in Maine. The Council fulfills its mission through educational programming, technical assistance and advocacy.

#### ORGANIZATION:

The Maine Hospice Council was incorporated in 1984. Funding for the Council's operations was made possible by legislation in 1989. Today, the annual grant from the General Fund represents approximately 16% of the Council's operating budget.

The Council is overseen by a volunteer board of Directors comprised of 13 members. The organization employs one full-time Executive Director, a three quarter time Executive Assistant and a part-time sub-contracted bookkeeper. Other project managers may be hired as needed. Workplace giving (Maine Share), annual appeal, private donations, estate planning, education conferences, special events, consulting and membership dues comprise some of the diverse sources of funding.

#### PROGRAM:

The Maine Hospice Council is the only statewide organization focused solely on end-of-life care. Two hall marks of the Council's work are collaborative partnerships and outreach to the underserved, evidenced by the creation of the Maine Cancer Pain Initiative in 1996, the development of a Hospice program at the Maine State Prison in 2000, and the partnership with Togus VA Medical Center, started in 2004. The Council has taken a leadership role in social policy issues and continues to offer internships for graduate and undergraduate students. Access to Hospice services for all people who desire Hospice and qualify under the state and federal guidelines remains a priority.

In 1997, the Council partnered with over thirty other organizations to form the Maine Consortium of Palliative Care and Hospice (MCPCH). On behalf of MCPCH, the Council was awarded a three-year Robert Wood Johnson Community/State Partnership grant, "Care at End of Life: A Public/Private Partnership". In 2001, the Maine legislature directed the Bureau of Health to establish the Maine Center for End of Life Care. The responsibility for implementation of the "Center" was given to the Council, unfortunately without any financial support.

Recognition of the value of MHC services/programming has resulted in other legislative committees consulting with the Council on issues of aging, advance care planning, pain management, and other substantive issues. In 2006, at the

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

request of the Judiciary Committee, the Council wrote a grant and published "Pain Management at the End of Life: A Physician's Self-Study packet", a three Category 1 CME(Continuing Medical Education) Course for physicians. This document was done in collaboration with the Maine Pain Initiative, the Maine Medical Association, the Board of Licensure in Medicine, and the Muskie School of Public Service.

Technical support remains on-going for Volunteer and Medicare certified Hospice programs as well as LTC(long term care) facilities and acute-care hospitals. In addition, the Council acts as a clearinghouse for consumer calls as well as offering information, resource materials and public education.

### LICENSES:

"Certificate of Completion" for Volunteer Trainees, conference/workshop attendees.

"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" - published in partnership with the AG's office.
- "Hospice/Veterans Partnership of Maine " brochure, in partnership with Maine Veterans Homes and Togus VAMC
- "Pain Management at End f Life: A Physician Self-Study Packet" - \$100
- "Maine Hospice Guide"
- "Listen to Me"
- Hospice Resource Bibliography
- Maine Hospice Council Newsletter, "MaineLink"
- Six Session Course, "Pain Management from an IDT Perspective" (video) - \$150
- "Hospice" brochure
- Sounds of Comfort CD, "Born Again"- \$17.88
- POLST in Maine" DVD
- "On Life and Living: the Hospice Experience" DVD

**FINANCES, FISCAL YEAR 2014:** 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

WATS (800) 452-4668

Central Office 353 WATER STREET, AUGUSTA, ME 04330-4633

Mail Address 353 WATER STREET, AUGUSTA, ME 04330-4633

Established 1969

FAX (207) 626-4678

Telephone (207) 626-4600

Reference PolicyArea 01 Umbrella 99 Unit 346 Citation T0030A M.R.S.A., Sect. 000004722

### 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.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **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.

### **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 2013, MaineHousing had combined assets of \$1,582,900,000 and net assets of \$293,000,000. 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)

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE HOUSING AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	14,192,830	364,641	13,828,189			
TOTAL EXPENDITURES	14,192,830	364,641	13,828,189			

## MAINE INSURANCE GUARANTY ASSOCIATION

**PAUL M. GULKO, EXECUTIVE SECRETARY**

*WATS* (800) 852-2003

*Central Office* ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

*Mail Address* ONE BOWDOIN SQUARE, BOSTON, MA 02114-2916

*Established* 1970

*FAX*

*Telephone* (617) 227-7020

*Reference Policy Area* 07 *Umbrella* 99 *Unit* 353 *Citation* T0024A *M.R.S.A., Sect.* 000004436

### **PURPOSE:**

The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

**FINANCES, FISCAL YEAR 2014:** 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

*FAX* (207) 541-7420

*Telephone* (207) 541-7400

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 587 *Citation* T0010 *M.R.S.A., Sect.* 000000945

### **PURPOSE:**

The Maine International Trade Center ("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 and international student attraction 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. Staff works under the direction of the Trade Center President, who is employed by the Maine Department of Economic and Community Development. The staff is comprised of a team of industry experts including a Vice President, an Accounting Manager, a Communications Specialist, two Senior Trade Advisors, two Trade Specialists, and the Director of North American Development Office (also a DECD employee). 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 databases 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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE MILITARY AUTHORITY

**BG JAMES D. CAMPBELL, ADJ GEN/COMMISSIONER**  
**HUGH T. CORBETT, EXECUTIVE DIRECTOR**

*Central Office* SUITE 8, 22 ARMORY ROAD, AUGUSTA, ME 04333

*Mail Address* 63 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 2001

*Reference PolicyArea* 06 *Umbrella* 99 *Unit* 620 *Citation* T0037B

*FAX* (207) 430-5716

*Telephone* (207) 430-5711

*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 (MRS MC) and reporting to the Adjutant General. The Authority exists to operate the MRS MC and to maintain, rebuild, repair, and store equipment for the State, for the United States Departments of the Army, Air Force, Navy and Treasury, and local, state, federal agencies/departments, foreign governments, and private industry.

### **ORGANIZATION:**

The Authority has 50 employees located at its production site in Limestone and 3 employees at its executive office in Augusta. The Executive Director is appointed by the Governor.

### **PROGRAM:**

Initially the program was inceptioned to provide maintenance and repair services to National Guard vehicles and funded through a Cooperative Agreement with the National Guard Bureau. Due to the volatility of annual federal funding as well as the weight of impact to the entity's budget, substantial focused efforts are being made to seek work from private industry and other state and federal agencies and departments.

**FINANCES, FISCAL YEAR 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY**

**STEVEN H. LEVESQUE, EXECUTIVE DIRECTOR**

**JEFFERY K. JORDAN, DEPUTY DIRECTOR**

*Central Office* SUITE 200, 15 TERMINAL RD., BRUNSWICK, ME 04011

*Mail Address* SUITE 200, 15 TERMINAL RD., BRUNSWICK, ME 04011 *FAX* (207) 798-6510

*Established* 2008

*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.

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 fifty-four businesses or organizations call Brunswick Landing home including a satellite campus of the Southern Maine Community College.

**LICENSES:**

None

**PUBLICATIONS:**

MRRA Strategic Business Plan (2014)

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**COMBAT SPORTS AUTHORITY OF MAINE**

**THOMAS FARR, CHAIRMAN**

**JON PINETTE, TREASURER**

*Central Office* , ,

*Mail Address* PO BOX 10525, PORTLAND, ME 04101

*Established* 2009

*Reference PolicyArea* 07 *Umbrella* 99 *Unit* 650 *Citation* T00008

*FAX* (207) 482-0965

*Telephone* (207) 712-6615

*M.R.S.A., Sect.* 00000521

**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.

**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 2014:** 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 PolicyArea* 06 *Umbrella* 99 *Unit* 479 *Citation* PL 1983

*FAX* (207) 828-2300

*Telephone* (207) 774-4753

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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### 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, the 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 fiscal year 2014, its area offices and special units (including Volunteer Lawyers Project) served 29,047 Mainers with civil legal matters. Its programs handled a total of 12,767 legal cases, of which 55% received legal assessment or simple advice, printed, informational materials, assistance with forms and letters, referral to another source of help or brief service, 24% received full representation before a Court or in an administrative hearing, and 15% 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 fiscal year 2014, 59% were housing related; 9% were family law matters; 12% were consumer issues; 8% income benefits related; and the remaining 12% in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA.

Of all cases closed by the VLP in fiscal year 2014, 71% were family law matters; 9% were consumer law matters; 8% related to income benefits, and the remaining 12% 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 service members. The most popular brochures cover housing and family law issues.

**FINANCES, FISCAL YEAR 2014:** 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	354,802	354,802				
TOTAL EXPENDITURES	354,802	354,802				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE POTATO BOARD**

**DONALD E. FLANNERY, EXECUTIVE DIRECTOR**

**JEANNIE M. TAPLEY, OFFICE MANAGER**

*WATS* (800) 553-5516

*Central Office* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

*Mail Address* 744 MAIN STREET RM. 1, PRESQUE ISLE, ME 04769

*Established* 1986

*Reference PolicyArea* 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, 2014 was \$725,479. Maine growers harvested 53,000 acres, producing 15,635 million hundredweight of potatoes. The planted acreage was composed of 67% processing varieties, 13% table stock varieties and 20% seed varieties. Approximately 11,504 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 2013-2014 were used as follows: 26% for Administration (Board), 18% Advertising/Marketing, 37% Research, 19% Other. The Board was represented with exhibits at trade shows.

The Maine Potato Board financed research through the Maine Agricultural Experiment Station and the Cooperative Extension. Other projects including educational, also benefited from the Maine Potato Board grants.

**PUBLICATIONS:**

Maine Potato Recipe booklets (printed--free)

Maine Potato News (free)

**FINANCES, FISCAL YEAR 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

**MAINE POTATO 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>						
GRANTS, SUBSIDIES, PENSIONS	818,499	159,588	658,911			
<b>TOTAL EXPENDITURES</b>	818,499	159,588	658,911			

## 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 PolicyArea* 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.

**FINANCES, FISCAL YEAR 2014:** 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 PolicyArea* 03 *Umbrella* 99 *Unit* 561 *Citation* P1991

*FAX*

*Telephone* (207) 783-9101

*M.R.S.A., Sect.* 00000848

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PURPOSE:**

The Maine Public Broadcasting Network 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 84 full time and part-time people.

MPBN is governed by a volunteer Board of Trustees which include the President of MPBN, a Gubernatorial appointee, a University System appointee and up to 24 Community Members from across the State. The Board meets a minimum of four times a year and all 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 47,000 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 & 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 extensive coverage of the state government in action in Augusta, 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 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 also aired the Maine Capitol Connection, a free over-the-air channel dedicated to covering the daily sessions of the State Legislature in Augusta. MPBN's own documentary productions including The Sixteenth Maine at Gettysburg and A Matter of Duty have been aired on MPBN Television, as well as shown at free screenings across the state.

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 MPBN's new dedicated news site at [news.mpbnet.net](http://news.mpbnet.net)

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

featuring local and national news stories and news content. MPBN.NET also directs visitors to MPBN's Radio and Television content and community initiatives. Visitors can live stream news and music and individual television and radio programs with links to external educational and continuing education resources in Maine and beyond from both of these sites.

### PUBLICATIONS:

Each month MPBN publishes Experience, a radio and television program guide that doubles as an MPBN magazine. It is distributed to some 12,600 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 16,500+ 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 2014:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC BROADCASTING CORPORATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	1,690,905	1,690,905				
TOTAL EXPENDITURES	1,690,905	1,690,905				

## 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 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 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 awarded an additional grant of \$10,000 to the Creative Portland Corporation, in May of 2014. 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 2014:** 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

*FAX* (207) 623-0095

*Established* 2002

*Telephone* (800) 228-3734

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 626 *Citation* T0005 *M.R.S.A., Sect.* 000013120A

### PURPOSE:

The Maine Rural Development Authority (MRDA) was established to provide loans to communities, agencies, or businesses for the development of commercial facilities as a lender or investor in the acquisition, development, redevelopment and sale of commercial facilities or on a speculative basis in areas where economic and financial needs are not adequately supported by private investment.

MRDA's purpose is to also assist areas of the state hard hit by the loss of a substantial number of jobs or the loss of a large employer. The authority works with private investors, banks, and municipalities to help develop commercial buildings to attract businesses and employers and to redevelop existing properties for commercial or industrial use that would otherwise remain vacant.

### ORGANIZATION:

MRDA is a public instrumentality of the State. A Trustee Board, consisting of seven members governs the authority. The Governor appoints five of the trustees; the CEO of the Finance Authority of Maine and the Commissioner of the Department of Economic and Community Development serve as ex-officio voting members. The commissioner is chair of the board. By-laws were adopted in the fall of 2002. MRDA contracts with FAME for staff and project support.

### PROGRAM:

MRDA meets its purpose through two specific programs, the Speculative Industrial Building Program and the Commercial Facilities Development Program. Both programs are governed by statute and by rules adopted by the MRDA. In both programs, MRDA acts as a stimulus to private and public investment in these facilities to create more job opportunities in Maine 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2014:** 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

*FAX* (207) 629-4048

*Telephone* (207) 629-4000

*Reference PolicyArea* 02 *Umbrella* 99 *Unit* 480 *Citation* T0020A *M.R.S.A., Sect.* 000012702

### 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. Public Law 1985, chapter 695, "An Act to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986, setting in motion the reorganization of the statewide network of vocational-technical institutes (up until then operated as subsidiaries of the Maine Department of Education, Bureau of Vocational Education, under the governance of the State Board of Education) into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees.

In 1989, the 114th Legislature enacted Public Law, chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," which officially changed the name of the Maine Vocational-Technical Institute System to the Maine Technical College System and clearly defined the system's role in postsecondary education.

In 2003, the 121st Maine Legislature changed the name of the Maine Technical College System to the Maine Community College System to reflect its broad mission of providing career and liberal arts transfer programs for Maine college students. The names of the seven colleges were all changed on July 1, 2003.

The Maine Community College System (MCCS) constitutes a "public instrumentality of the state" but not a "line" State agency included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy and the University of Maine System.

Maine law defines the basic mission of the Maine Community College System in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of MCCS as follows: "to create an educated, skilled,



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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; health care; automotive and mechanical technologies; business; computers, graphics, and multimedia; construction; education and early childhood; electrical and electronics; engineering technology; heating, plumbing, air conditioning, and refrigeration; hospitality and tourism; natural resources; machining 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 (issued electronically) - free

**FINANCES, FISCAL YEAR 2014:** 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	60,217,437	55,958,536	3,731,401			527,500
TOTAL EXPENDITURES	60,217,437	55,958,536	3,731,401			527,500

## 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES KELLEY KASH, CHIEF EXECUTIVE OFFICER**

*Central Office* 5 COMMUNITY DRIVE, STE. #3, AUGUSTA, ME 04330

*Mail Address* 5 COMMUNITY DRIVE, STE. #3, AUGUSTA, ME 04330 *FAX* (207) 623-3093

*Established* 1977 *Telephone* (207) 622-0075

*Reference PolicyArea* 05 *Umbrella* 99 *Unit* 397 *Citation* T0037B *M.R.S.A., Sect.* 000000603

### **PURPOSE:**

The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage homes for veterans, their spouses, and widowers. There are currently six State Veterans Homes with a total of 640 beds.

### **ORGANIZATION:**

The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of 11 members appointed by the Governor for overlapping terms of three years under limitations provided by statute. One member must be a female veteran. The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

### **PROGRAM:**

Maine Veterans' Homes has three 150-bed nursing home facilities located in Augusta, Bangor, and Scarborough. Each of these homes include a 40-bed skilled nursing and rehabilitation unit, a 40-bed long term care unit, a 40-bed secured 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 2014:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.