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# **MAINE STATE GOVERNMENT ANNUAL REPORT 2018-2019**



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

*Published at  
Augusta, Maine  
2019*



Janet T. Mills  
**Governor of Maine**

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

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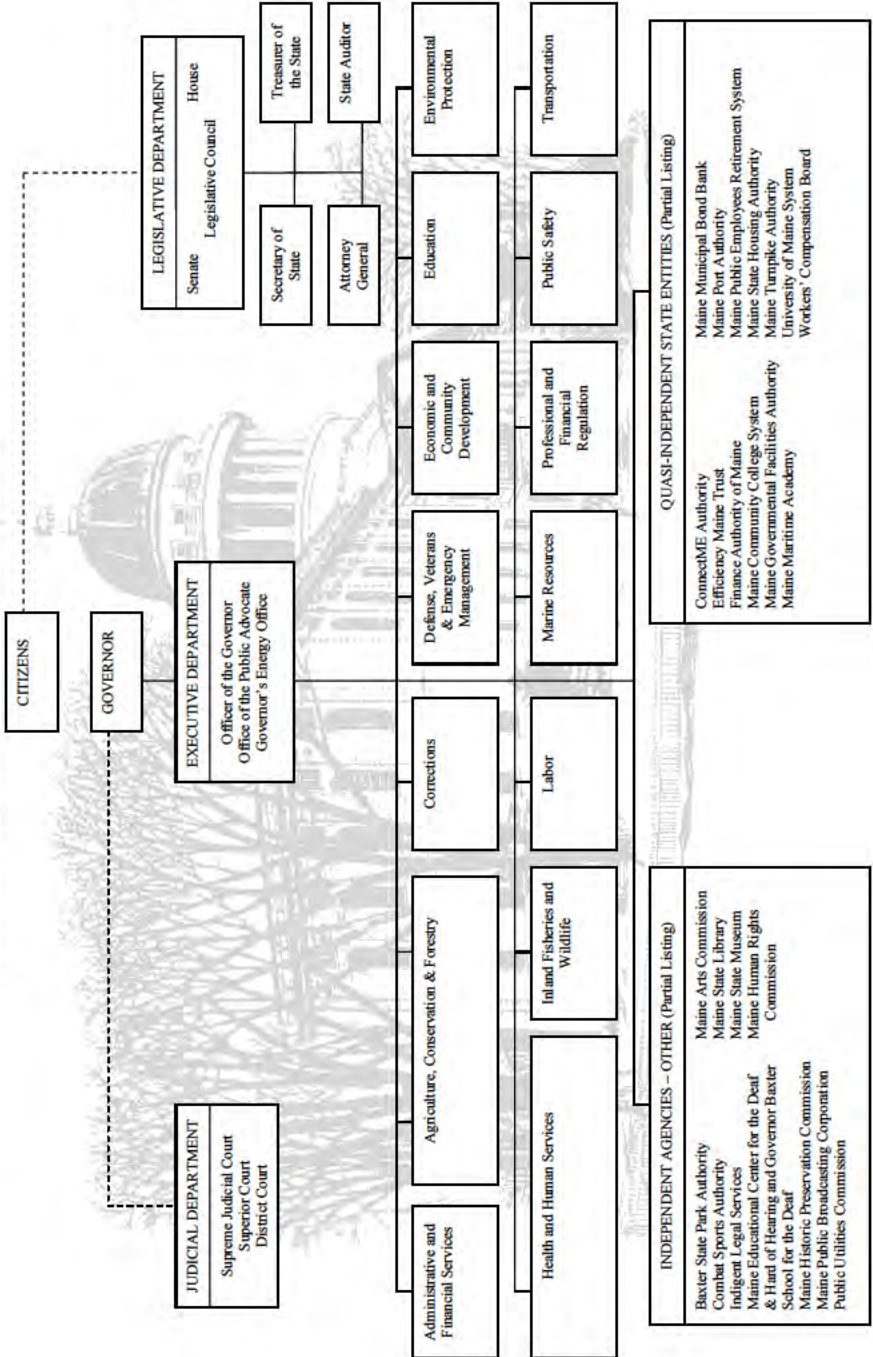
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of State Government and is not intended as legal authority either for judicial notice or legal citation.

# ORGANIZATIONAL CHART OF MAINE STATE GOVERNMENT



# 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, Conservation & Forestry, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

- 01 Department of Agriculture, Conservation & Forestry
- 02 Department of Professional and Financial Regulation
- 03 Department of Corrections
- 05 Department of Education
- 06 Department of Environmental Protection
- 07 Executive Department
- 09 Department of Inland Fisheries and Wildlife
- 10 Department of Health and Human Services
- 12 Department of Labor
- 13 Department of Marine Resources
- 15 Department of Defense, Veterans and Emergency Management
- 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 Office of the State Auditor
- 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



TABLE OF CONTENTS

Department of Administrative and Financial Services	1
Office of the State Controller	2
Bureau of Alcoholic Beverages and Lottery Operations	3
Bureau of the Budget	5
Capitol Planning Commission	6
Central Fleet Management Division	7
State Claims Commission	8
State Employee Health Commission	8
Division of Financial and Personnel Services	10
Bureau of General Services	11
Bureau of Human Resources	12
Office of Information Technology	14
InforME	15
State Liquor and Lottery Commission	16
Office of Marijuana Policy	17
Maine Board of Tax Appeals	18
Bureau of Revenue Services	19
Division of Risk Management	21
Department of Agriculture, Conservation and Forestry	23
Bureau of Agriculture, Food and Rural Resources	24
Maine Agricultural Bargaining Board	26
Office of the Commissioner	27
Bureau of Forestry (AKA Maine Forest Service)	27
State Harness Racing Commission	29
(Office of) State Horticulturist	30
Land for Maine's Future Board	31
Bureau of Resource Information and Land Use Planning	32
Maine Milk Commission	34
Bureau of Parks and Lands	35
Board of Pesticides Control	37
Pull Events Commission	38
(Office of) Sealer of Weights and Measures	39
Department of the Attorney General	41
District Attorneys	42
Office of Chief Medical Examiner for the State	43
Victims' Compensation Board	44
Office of the State Auditor	46
Audit Bureau	47
Unorganized Territory (Audit)	48
Department of Corrections	50
Bolduc Correctional Facility	51
County Jail Operations	53
Maine Correctional Center	53
Downeast Correctional Facility	55
Juvenile Justice Advisory Group	55
Juvenile Community Corrections	57

TABLE OF CONTENTS

Long Creek Youth Development Center	58
Mountain View Correctional Facility	59
State Parole Board	61
State Prison	62
Division of Probation and Parole	63
Office of Victim Services	65
Department of Defense, Veterans and Emergency Management	67
Administrative Services Division	70
Maine Emergency Management Agency	71
Military Bureau	73
Bureau of Maine Veterans' Services	75
Department of Economic and Community Development	77
Office of Business Development	78
Maine State Film Commission	79
Maine State Film Office	80
Office of Innovation	80
Maine Small Business and Entrepreneurship Commission	82
Office of Broadband Development	83
Office of Tourism	84
Office of Community Development	85
Department of Education	87
Higher Education and Educator Support Services	88
Leadership Team	90
Magnet Schools	91
Learning Systems Team	91
School Finance and Operations Team	93
Special Services Team	95
Teacher Retirement	96
Learning Through Technology Team	97
Education Unorganized Territory	98
Department of Environmental Protection	100
Bureau of Air Quality	102
Land Resources	103
Office of the Commissioner	104
Board of Environmental Protection	105
Bureau of Water Quality	106
Bureau of Remediation and Waste Management	107
Board of Underground Storage Tank Installers	109
Executive Department	111
(Office of) Governor	111
Governor's Office of Communications	112
Governor's Energy Office	113
Governor's Board on Executive Clemency	114
Governor's Select Committee on Judicial Appointments	115
(Office of) Public Advocate	115
Department of Health and Human Services	117
Office of Child and Family Services	118
Division of Disease Prevention	119
Office of Data, Research and Vital Statistics	121

TABLE OF CONTENTS

Division of Disability Determination Services	122
Division of Disease Surveillance	122
Dorothea Dix Psychiatric Center	124
Office for Family Independence	125
Maine Center for Disease Control and Prevention	126
Division of Environmental and Community Health	127
Finance	129
Office of MaineCare Services	130
Office of Aging and Disability Services	132
Office of Substance Abuse and Mental Health Services	133
Maine Public Drinking Water Commission	135
District Operations	136
Riverview Psychiatric Center	136
Sexual Assault Forensic Examiner Advisory Board	137
Department of Inland Fisheries and Wildlife	139
Division of Licensing and Registration	141
Advisory Council	142
Division of Engineering	143
Advisory Board for the Licensing of Guides	144
Maine Outdoor Heritage Fund Board	145
Division of Public Information and Education	146
Bureau of Resource Management	147
Bureau of Warden Service	149
Judicial Department	151
Administrative Office of the Courts	152
Board of Bar Examiners	153
Court Alternative Dispute Resolution Service	154
District Court for the State of Maine	155
Committee on Judicial Responsibility and Disability	156
Board of Overseers of the Bar	157
Superior Court	158
Supreme Judicial Court	159
Department of Labor	160
Office of the Commissioner	161
Division of Administrative Hearings	162
State Board of Arbitration and Conciliation	162
Division for the Blind and Visually Impaired	163
Division for the Deaf, Hard of Hearing and Late Deafened	164
Commission for the Deaf, Hard of Hearing & Late Deafened	165
Bureau of Employment Services	166
Bureau of Unemployment Compensation	167
Bureau of Labor Standards	168
Maine Labor Relations Board	170
Panel of Mediators	171
Board of Occupational Safety and Health	172
Bureau of Rehabilitation Services	173
State Workforce Board	174
Maine Unemployment Insurance Commission	175
Center for Workforce Research and Information	176

## TABLE OF CONTENTS

Law and Legislative Reference Library	178
Legislature	180
Citizen Trade Policy Commission	183
Office of Fiscal and Program Review	183
Office of Policy and Legal Analysis	184
Office of the Revisor of Statutes	185
Maine-Canadian Legislative Advisory Commission	186
State House and Capitol Park Commission	186
Commission on Interstate Cooperation	187
Commission on Uniform State Laws	188
Office of Legislative Information Technology	189
Senate	190
House of Representatives	191
Legislative Council	192
(Office of) Executive Director of the Legislative Council	193
Department of Marine Resources	195
Advisory Council (to Marine Resources)	196
Bureau of Policy and Management	197
Bureau of Marine Patrol	198
Bureau of Public Health	199
Bureau of Marine Science	200
Maine Maritime Academy	203
Department of Professional and Financial Regulation	205
Bureau of Consumer Credit Protection	206
Board of Dental Practice	209
State Board of Licensure for Professional Engineers	210
Bureau of Financial Institutions	212
Bureau of Insurance	213
Office of Professional and Occupational Regulation	216
Board of Licensure in Medicine	220
State Board of Nursing	221
State Board of Optometry	224
Board of Osteopathic Licensure	225
Office of Securities	226
Office of Program Evaluation and Government Accountability	229
Department of Public Safety	231
Division of Building Codes and Standards	232
Bureau of Capitol Police	234
Missing Children Information Clearinghouse	235
Maine Criminal Justice Academy	235
Board of Trustees of the Maine Criminal Justice Academy	237
Maine Drug Enforcement Agency	238
Consolidated Emergency Communications Bureau	239
Emergency Medical Services Board	240
Office of the State Fire Marshal	241
Gambling Control Board	243
Bureau of Highway Safety	244
State Bureau of Identification	245
Bureau of State Police	246

TABLE OF CONTENTS

Public Utilities Commission	248
Emergency Services Communication Bureau	250
E-9-1-1 Council	251
Department of the Secretary of State	252
Administrative Services Division (Motor Vehicles)	254
Maine State Archives	254
Division of Archives Services	256
Division of Corporations, UCC and Commissions	257
Bureau of Corporations, Elections and Commissions	258
Division of Driver License Services	259
Division of Elections and APA	260
Division of Information Technology	261
Division of Enforcement, Anti-Theft & Regulation	262
Division of Legal Affairs	263
Medical Advisory Board (Re: Licensing of Drivers)	263
Bureau of Motor Vehicles	264
Division of Public Services	266
Division of Records Management Services	266
Regulatory Fairness Board	267
Bureau of the Special Advocate	268
Division of Vehicle Services	268
Reserve Fund for State House Preservation and Maintenance	271
Department of Transportation	272
Bureau of Finance and Administration	275
Maine Aeronautical Advisory Board	275
Maine State Ferry Advisory Board	276
Bureau of Maintenance and Operations	277
Maine Pilotage Commission	278
Bureau of Planning	279
Bureau of Project Development	281
Public Transit Advisory Council	282
Bureau of Transportation Services	283
(Office of) Treasurer of State	285
Board of Trustees of the University of Maine System	287
Independent Agencies - Regulatory	289
Maine Charter School Commission	289
State Board of Education	290
Clean-Up and Response Fund Review Board	291
Maine Health Data Organization	292
Workers' Compensation Board	293
Independent Agencies - Advisory	296
Allagash Wilderness Waterway Advisory Council	296
Animal Welfare Advisory Council	296
Archives Advisory Board	297
Maine Temporary Assistance for Needy Families Advisory Council	298
Acquired Brain Injury Advisory Council	298
Maine Children's Growth Council	299
Continuing Education Advisory Committee	300
Criminal Law Advisory Commission	301

TABLE OF CONTENTS

Advisory Council on Tax-Deferred Arrangements	301
Advisory Committee on Dental Education	302
Maine Commission on Domestic and Sexual Abuse	303
Domestic Abuse Homicide Review Panel	304
Advisory Committee on Fair Competition With Private Enterprise	304
Family Law Advisory Commission	305
Maine Fire Protection Services Commission	306
Maine Historical Records Advisory Board	306
Statewide Homeless Council	307
Homeland Security Advisory Council	308
New Ventures Maine Advisory Council	308
Board of Licensure of Professional Investigators	309
Board of Licensure of Water System Operators	310
Lobster Advisory Council	311
Organ Donation Advisory Council	312
State Poet Laureate Advisory Selection Committee	312
Pollution Prevention and Small Business Assistance Advisory Panel	313
River Flow Advisory Commission	313
Shellfish Advisory Council	314
Substance Use Disorder Services Commission	315
Advisory Board for the Licensing of Taxidermists	316
Telecommunications Relay Services Council	317
Board of Visitors - Maine Correctional Center	318
Board of Visitors - Maine State Prison	319
Board of Visitors - Long Creek Youth Development Center	319
Independent Agencies - Other	321
Maine Arts Commission	321
Baxter State Park Authority	322
Maine Biomedical Research Board	324
State Civil Service Appeals Board	325
Maine Commission for Community Service	325
Maine State Cultural Affairs Council	326
Maine Economic Growth Council	327
Board of Emergency Municipal Finance	328
State Emergency Response Commission	329
Kim Wallace Adaptive Equipment Loan Program Fund Board	330
Commission on Governmental Ethics and Election Practices	331
Finance Authority of Maine	332
Advisory Committee on Medical Education	334
Maine Health and Higher Educational Facilities Authority	335
Maine Historic Preservation Commission	336
Maine Human Rights Commission	337
Maine Indian Tribal-State Commission	338
Maine State Library	340
Maine Library Commission	341
Maine Lobster Marketing Collaborative	342
Motor Carrier Review Board	343
Maine Motor Vehicle Franchise Board	344
Maine Municipal Bond Bank	344

TABLE OF CONTENTS

Maine State Museum	348
Maine State Museum Commission	350
Northern New England Passenger Rail Authority	350
State Board of Property Tax Review	351
Maine Public Utility Financing Bank	352
Maine Public Employees Retirement System	352
Saco River Corridor Commission	354
Science, Technology, Engineering and Mathematics Council	356
Maine Technology Institute	357
Wells National Estuarine Research Reserve Management Authority	359
Dirigo Health	361
Downeast Institute for Applied Marine Research and Education	362
Efficiency Maine Trust	363
Maine Humanities Council	364
Maine Commission on Indigent Legal Services	366
Centers for Innovation	366
Small Enterprise Growth Board	367
Maine Vaccine Board	368
Independent Agencies - Interstate Compact	369
Atlantic States Marine Fisheries Commission	369
Northeastern Interstate Forest Fire Protection Commission	370
Maine-New Hampshire Interstate Bridge Authority	371
New England Board of Higher Education	371
St Croix International Waterway Commission	373
New England Interstate Water Pollution Control Commission	375
Independent Agencies - Not Part of State Government	377
Wild Blueberry Commission of Maine	377
University of Maine System Wild Blueberry Advisory Committee	378
Board of the Maine Children's Trust Incorporated	378
Civil Air Patrol	379
ConnectME Authority	381
Maine Dairy and Nutrition Council	382
Maine Dairy Promotion Board	383
Maine Development Foundation	384
Disability Rights Maine	386
ME Ed Ctr Deaf & Hard of Hearing & Gov Baxter School for Deaf	387
Maine Governmental Facilities Authority	388
Maine Historical Society	388
Maine Hospice Council	390
Maine State Housing Authority	392
Maine Insurance Guaranty Association	393
Maine International Trade Center	394
Maine Military Authority	395
Midcoast Regional Redevelopment Authority	396
Combat Sports Authority of Maine	397
Pine Tree Legal Assistance	398
Maine Potato Board	399
Seed Potato Board	400
Maine Public Broadcasting Corporation	401

TABLE OF CONTENTS

Greater Portland Public Development Commission	403
Maine Rural Development Authority	403
Board of Trustees of the Maine Community College System	404
Maine Turnpike Authority	406
Board of Trustees of the Maine Veterans' Homes	406





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

*Average Counts-All Positions* 1373.000 *Legislative Count* 1373.00

**Units:**

*OFFICE OF THE STATE CONTROLLER*

*BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY*

*OPERATIONS*

*BUREAU OF THE BUDGET*

*CAPITOL PLANNING COMMISSION*

*CENTRAL FLEET MANAGEMENT DIVISION*

*STATE CLAIMS COMMISSION*

*STATE EMPLOYEE HEALTH COMMISSION*

*DIVISION OF FINANCIAL AND PERSONNEL SERVICES*

*BUREAU OF GENERAL SERVICES*

*BUREAU OF HUMAN RESOURCES*

*OFFICE OF INFORMATION TECHNOLOGY*

*INFORME*

*STATE LIQUOR AND LOTTERY COMMISSION*

*OFFICE OF MARIJUANA POLICY*

*MAINE BOARD OF TAX APPEALS*

*BUREAU OF REVENUE SERVICES*

*DIVISION OF RISK MANAGEMENT*

**PURPOSE:**

The Department of Administrative and Financial Services (DAFS) serves the public and delivers core services to state government. These services include the collection of most state revenues and the oversight of certain centralized functions. Tax, liquor, and lottery revenues, which support activities across state government, flow through DAFS and into the General Fund. In addition, DAFS oversees and sets policy for the fiscal, human resource, technological, and facilities needs of state government.

**ORGANIZATION:**

DAFS is led by the Commissioner and two Deputy Commissioners, one overseeing financial and human resource matters and the other overseeing operations. DAFS is comprised of the units listed at the top of this section. Information on each of these individual units can be found in the following pages.

**PROGRAM:**

The Department's goals, objectives, and operational activities are reflected in the reports of the different component units listed on the following pages.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	ALL				
EXPENDITURES	FUNDS	GENERAL	REVENUE	FUND	FUNDS	FUNDS
SALARIES & WAGES	68,061,058	23,640,823	246,437	677,144	111,106	43,385,548
HEALTH BENEFITS	22,553,523	7,969,358	70,378	281,760	23,572	14,208,455
RETIREMENTS	17,099,691	6,035,473	56,989	165,250	32,013	10,809,966
OTHER FRINGE BENEFITS	1,432,546	497,142	5,644	14,596	979	914,185
COMPUTER SERVICES	22,948,839	19,932,143	1,636,387	38,259	3,854	1,338,196
CONTRACTUAL SERVICES	151,818,321	17,954,243	6,968,576	945,405	103,140	125,846,957
RENTS	3,442,909	1,544,910	88,304	30,845	3,856	1,774,994
COMMODITIES	3,459,426	2,632,425	79,752	387,033	903	359,313
GRANTS, SUBSIDIES, PENSIONS	106,026,460	74,067,580	20,823,571		499,154	10,636,155
BUILDING IMPROVEMENTS	511,683	476,361	35,322			
EQUIPMENT	3,047,685	2,119,381	517,416		410,888	
INTEREST-DEBT RETIREMENT	9,081,593	8,870,177	3	167		211,246
TRANSFER TO OTHER FUNDS	618,256,694	5,301,620	268,873	68,608	5,815	612,611,778
COST OF GOODS SOLD	17,740,926	13,781,385				3,959,541
<b>TOTAL EXPENDITURES</b>	<b>1,045,481,354</b>	<b>184,823,021</b>	<b>30,797,652</b>	<b>2,609,067</b>	<b>1,195,280</b>	<b>826,056,334</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	ALL				
EXPENDITURES	FUNDS	GENERAL	REVENUE	FUND	FUNDS	FUNDS
SALARIES & WAGES	759,874	759,874				
HEALTH BENEFITS	166,341	166,341				
RETIREMENTS	212,902	212,902				
OTHER FRINGE BENEFITS	14,696	14,696				
COMPUTER SERVICES	14,849,219	14,849,219				
CONTRACTUAL SERVICES	4,857,218	4,741,447	115,771			
RENTS	113,008	113,008				
COMMODITIES	20,309	20,309				
GRANTS, SUBSIDIES, PENSIONS	1,422,700	669,846	253,700		499,154	
INTEREST-DEBT RETIREMENT	1,081,565	1,081,565				
<b>TOTAL EXPENDITURES</b>	<b>23,497,832</b>	<b>22,629,207</b>	<b>369,471</b>		<b>499,154</b>	

**OFFICE OF THE STATE CONTROLLER**  
**DOUGLAS E. COTNOIR, CPA, CIA, STATE CONTROLLER**

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 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  
 Average Counts-All Positions 28.000 Legislative Count 28.00

**PURPOSE:**

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

**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. The Office has five divisions: Accounting, Enterprise Resource Planning (ERP) Business Systems, Financial Reporting, Internal Audit and Payroll. The Office has authority for 28 positions.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**PROGRAM:**

The Office is responsible for maintaining and reporting all state financial transactions. Staff analyze fiscal transactions and payrolls to ensure legality and correctness. In addition, the Office of the State Controller provides internal audit support for the agencies that comprise state government. Official financial records for all state agencies and programs are administered by the Office staff. The Office's Financial Reporting Unit prepares and publishes the State's Comprehensive Annual Financial Report (CAFR), based on Generally Accepted Accounting Principles (GAAP). The CAFR for fiscal year 2018 received the Certificate of Excellence in Financial Reporting for the twelfth consecutive year. Several state-wide systems are managed within the Office. 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 warehouses can provide ad hoc or regular management reports, valuable data sorts, or specific data required in the course of completing fiscal work. The accounting production system is used to process more than 1.5 million disbursements and more than 3 million financial transactions annually. All payment transactions above \$500 are reviewed and approved by Office staff. The Human Resource production system keeps current personnel, payroll and position control information. This system issues more than 338 thousand payroll payments annually, approximately 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. In addition, the Maine State Time and Attendance System is used by more than 9,700 employees to record and track work and leave hours. The Office generates approximately \$18-20 million annually in General Fund revenue through the Statewide Cost Allocation Plan (STACAP). STACAP is the allocation of certain central services costs to other funds/accounts. The Controller's Office, Bureau of Budget, Bureau of Human Resources and Bureau of General Services are examples of central service costs that are paid for by the General Fund and then recovered through STACAP to ensure other funds pay their fair share of costs.

**PUBLICATIONS:**

The Comprehensive Annual Financial Report for the State of Maine is available at [maine.gov/osc](http://maine.gov/osc).

**FINANCES, FISCAL YEAR 2019:** 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	1,732,404	1,732,404				
HEALTH BENEFITS	526,427	526,427				
RETIREMENTS	484,566	484,566				
OTHER FRINGE BENEFITS	38,355	38,355				
COMPUTER SERVICES	72,827	72,827				
CONTRACTUAL SERVICES	87,521	74,739	12,782			
RENTS	337	337				
COMMODITIES	9,999	9,999				
<b>TOTAL EXPENDITURES</b>	<b>2,952,436</b>	<b>2,939,654</b>	<b>12,782</b>			

**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS**

**GREGORY R. 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 T0028A M.R.S.A., Sect. 0000000084  
 Average Counts-All Positions 37.000 Legislative Count 37.00

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**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 enforcement; and the creation, distribution, and sales of Maine State Lottery and Tri-State Lotto Commission Lottery games. The Bureau is authorized through its Director, as the Chief Administrative Officer of the State Liquor and Lottery Commission, 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 to generate 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 Bureau is managed 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.

**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 beer and wine, and the licensing of distribution and sale of beer, wine and spirits. For the Lottery business, the Bureau continues to investigate and implement new and innovative lottery games that are fun and entertaining for its players, and to provide its 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. The Bureau is also overseeing the warehouse and distribution process, which is managed by Pine State Spirits, a division of Pine State Trading Co. Additionally, the Bureau guides and interfaces with Pine State Spirits on all trade marketing matters, as they manage this process. 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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS	TOTAL FOR ALL	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>	<b>FUNDS</b>					
SALARIES & WAGES	1,881,004	529,188				1,351,816
HEALTH BENEFITS	641,969	198,761				443,208
RETIREMENTS	417,829	129,782				288,047
OTHER FRINGE BENEFITS	41,411	9,355				32,056
COMPUTER SERVICES	392,322	311,858				80,464
CONTRACTUAL SERVICES	5,537,856	95,154	300			5,442,402
RENTS	152,787	46,187	181			106,419
COMMODITIES	31,896	7,120	485			24,291
TRANSFER TO OTHER FUNDS	379,373,472		22			379,373,450
<b>TOTAL EXPENDITURES</b>	<b>388,470,546</b>	<b>1,327,405</b>	<b>988</b>			<b>387,142,153</b>

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**BUREAU OF THE BUDGET**

**BETH L. ASHCROFT, CIA, STATE BUDGET OFFICER**  
**DARRYL STEWART, DEPUTY ST BUDGET OFFICER**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0058  
*Mail Address* 58 STATE HOUSE STATION, AUGUSTA, ME 04333-0058 *FAX* (207) 624-7826  
*Established* 1931 *Telephone* (207) 624-7810  
*Reference Policy Area 00 Umbrella 18 Unit 117 Citation T0005 M.R.S.A., Sect. 0000001662*  
*Average Counts-All Positions* 13.000 *Legislative Count* 13.00

**PURPOSE:**

The Bureau of the Budget provides central budget and position planning and control in support of gubernatorial objectives and legislative intent. The Bureau's professional services work involves: preparing budget documents; analyzing and implementing department and agency annual work programs and requested changes; administering position actions; and developing financial forecasts and special analyses. Through these activities, the Bureau can review the administrative activities of the departments and agencies of the State, study organization and administration, identify duplication of work, and formulate plans for better and more efficient management.

**ORGANIZATION:**

The Bureau of the Budget was established in 1931. The Bureau is under the direction of the State Budget Officer who is appointed by the Commissioner. The Deputy State Budget Officer supervises eight budget analysts and two position control analysts. The Bureau is supported by a part-time administrative assistant.

**PROGRAM:**

Activities of the Bureau primarily involve the State's budgetary processes which are coordinated by the Bureau with involvement of all state government entities, as well as other entities desiring to receive state funds as provided for in law. The Bureau prepares the biennial State Budget Document, and any subsequent annual supplemental budgets, for submission to the Governor or Governor-Elect. During the process, the Bureau reviews and evaluates budget submissions from State departments and agencies, including those relating to the establishment, elimination, reallocation and/or reclassification of positions, to ensure initiatives are appropriate and accurate. The Bureau adjusts the proposed initiatives at the direction of the Governor and finalizes the budget document that the Governor submits to the Legislature.

Upon enactment of the budget and other laws with fiscal impact, the Bureau examines and recommends, for the Governor's approval, the proposed work programs and quarterly allotments that implement the legislatively-authorized funding for each department and agency of state government. Allotments must be established before a department or agency can spend the appropriations or other funds that have been approved by the Legislature in budget bills or other laws. The Bureau also performs the administrative functions necessary to implement the legislatively-authorized position actions in enacted budgets and other laws.

Throughout the fiscal year, departments and agencies may request changes in their work programs and quarterly allotments through Financial Orders and other transactions. The Bureau examines and make recommendations on these requests for the Governor's consideration and approval. The Bureau also evaluates, authorizes and implements department and agency requests for position actions during the fiscal year to ensure the actions taken are financially viable and comply with state budgetary laws, rules and procedures. The Bureau analyzes the proposed means of funding these actions and may approve or deny requests based on availability of funding.

The budgetary process is informed by forecasts the Bureau prepares for financial planning and analysis. This includes a 4-year forecast of revenues and expenditures produced every even year and the General Fund and Highway Fund revenue forecasts that are developed twice a year through consensus forecasting pursuant to Title 5, chapter 151-B. The Bureau also researches state laws and conducts ad hoc data analysis to inform policy and decision-making at executive

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

levels.

**PUBLICATIONS:**

Maine State Government Annual Report, available from the Division of Purchases, 9 State House Station, Augusta ME 04333-0009; telephone (207) 624-7340

The Annual Report and other reports, including the current 4-Year Forecast are available online at: www.maine.gov/budget

**FINANCES, FISCAL YEAR 2019:** 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	850,803	779,425		71,378		
HEALTH BENEFITS	220,525	199,459		21,066		
RETIREMENTS	238,099	217,535		20,564		
OTHER FRINGE BENEFITS	16,096	14,494		1,602		
COMPUTER SERVICES	18,667	15,289		3,378		
CONTRACTUAL SERVICES	49,381	44,392		4,989		
COMMODITIES	3,524	3,000		524		
<b>TOTAL EXPENDITURES</b>	<b>1,397,095</b>	<b>1,273,594</b>		<b>123,501</b>		

**CAPITOL PLANNING COMMISSION**

**ELAINE CLARK, SECRETARIAT**

Central Office 111 SEWALL STREET, 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 Commission consists of 9 members as follows: the Commissioner of Agriculture, Conservation and Forestry, or the commissioner's designee; a member of the Augusta City Council appointed by the Mayor of Augusta, for a term of one year; and seven members appointed by the Governor. The Governor's appointees include: one resident of the Capitol Planning District and 2 residents of the City of Augusta, for terms of 5 years; and 4 citizens of the State who may not be residents of Augusta, for terms of 5 years. The Commission elects a chairman from its membership and, while the Director of 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 2 times during fiscal year 2018-19. The Commission discussed the following:

- Window and curtain wall replacement, Marquardt Building
- East Campus Signage
- Solar Installation at the Blaine House
- Renovation of 19 Union Street
- Renovation of Greenlaw Building for use as HETL Lab
- East Campus Paving

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**LICENSES:**

Special or Temporary Use Permits  
 Sign Permits  
 Project Approvals

**PUBLICATIONS:**

Capitol Planning Commission Rules and Regulations

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**CENTRAL FLEET MANAGEMENT DIVISION  
 DWAIN MCKENNEY, DIRECTOR**

*Central Office* 66 INDUSTRIAL DRIVE, AUGUSTA, ME 04333  
*Mail Address* 106 STATE HOUSE STATION, AUGUSTA, ME 04333-0106 *FAX* (207) 287-6521  
*Established* 1991 *Telephone* (207) 287-6522  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 555 *Citation* T0005 *M.R.S.A., Sect.* 000001830  
*Average Counts-All Positions* 16.000 *Legislative Count* 16.00

**PURPOSE:**

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

**ORGANIZATION:**

The Division operates within the Bureau of General Services.

**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 ensure 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.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTRAL FLEET MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	593,349					593,349
HEALTH BENEFITS	247,650					247,650
RETIREMENTS	152,148					152,148
OTHER FRINGE BENEFITS	13,308					13,308
COMPUTER SERVICES	28,295					28,295
CONTRACTUAL SERVICES	6,503,920					6,503,920
RENTS	44,605					44,605
COMMODITIES	78,606					78,606
INTEREST-DEBT RETIREMENT	209,503					209,503
TRANSFER TO OTHER FUNDS	169,098					169,098
<b>TOTAL EXPENDITURES</b>	<b>8,040,482</b>					<b>8,040,482</b>



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**STATE CLAIMS COMMISSION**  
**RICHARD ESTABROOK, ESQ., DIRECTOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 86 STATE HOUSE STATION, AUGUSTA, ME 04333-0086 *FAX* (207) 287-4032  
*Established* 1961 *Telephone* (207) 624-7442  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 185 *Citation* T0023 *M.R.S.A., Sect.* 000000152  
*Average Counts-All Positions* 0.500 *Legislative Count* 0.50

**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 to 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:**

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. Hearings are conducted by one of the attorney members, one of the appraiser members, and the county commissioner from the county in which the real estate or other interest taken by eminent domain is located.

**FINANCES, FISCAL YEAR 2019:** 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	34,292			34,292		
HEALTH BENEFITS	3,862			3,862		
RETIREMENTS	5,786			5,786		
OTHER FRINGE BENEFITS	431			431		
COMPUTER SERVICES	3,252			3,252		
CONTRACTUAL SERVICES	7,990			7,990		
TRANSFER TO OTHER FUNDS	3,086			3,086		
<b>TOTAL EXPENDITURES</b>	<b>58,699</b>			<b>58,699</b>		

**STATE EMPLOYEE HEALTH COMMISSION**  
**KURT CASWELL, EXECUTIVE DIRECTOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 *FAX* (207) 287-6796  
*Established* 1988 *Telephone* (207) 624-7380  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 350 *Citation* T0005 *M.R.S.A., Sect.* 000000285A  
*Average Counts-All Positions* 13.500 *Legislative Count* 13.50

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

### **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:**

Membership of the Commission consists of 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 organization 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 maintains five independent contracts with Aetna, Anthem, Express Scripts, Inc., Grand Rounds and SunLife Assurance Company to provide health insurance benefits to active and retired members of the State's group health plan. An administrative services contract effective July 1, 2017 provides a preferred provider organization (PPO) managed care plan for active employees and non-Medicare Part A-eligible retirees. A Medicare Advantage Private Fee-for-Service (PFFS) plan, insured by Aetna, provides coverage for Medicare Part A eligible retirees. A contract with Express Scripts, Inc. provides pharmacy benefits for the PPO plan. A stop-loss insurance policy with Sun Life Assurance Company, effective July 1, 2017, protects the PPO Plan against claims in excess of \$750,000. Grand Rounds provides a clinical advocacy program for the subscribers of the PPO plan. Group health plans provide health care benefits for approximately 38,000 participants. The Commission maintains a contract with Northeast Dental which provides dental insurance coverage for participating active employees. The current contract runs through FY20. For health benefits, the Commission has adopted the strategy of value-based purchasing to improve the quality of healthcare services provided to its members. The Commission has introduced 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 and lower cost providers; and to reward providers who demonstrate superior performance. The overall objective is to engage members in seeking efficient, high quality healthcare and to encourage providers to publicly disclose their performance data. 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 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 2013, the health credit premium 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. In 2015, criteria were advanced to encourage engagement of plan subscribers with their primary care provider and WellStarMe.com was established to guide members to beneficial services in their own communities. Since 2016, additional criteria have been added to encourage participating members of the health plan to be informed of personal biometric health data through on-site clinical screenings

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

and the education of other wellness information.

**PUBLICATIONS:**

All Free:

- Summary Plan Description, State of Maine Health Plan
- Summary of Benefits & Coverage, State of Maine Health Plan
- Schedule of Benefits, State of Maine Health Plan
- Schedule of Benefits, State of Maine Pharmacy Coverage
- Benefit Overview, Medicare Advantage Plan
- Summary of Benefits Medicare Advantage Plan
- Summary Plan Description, Northeast Delta Dental
- Summary of Benefits Coverage, Northeast Delta Dental

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE EMPLOYEE HEALTH COMMISSION	TOTAL FOR		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	576,484	18,026				558,458
HEALTH BENEFITS	240,261	2,761				237,500
RETIREMENTS	183,546	4,328				179,218
OTHER FRINGE BENEFITS	14,179	427				13,752
COMPUTER SERVICES	73,138					73,138
CONTRACTUAL SERVICES	103,680,483	156				103,680,327
COMMODITIES	3,406					3,406
TRANSFER TO OTHER FUNDS	151,211,755	772,801				150,438,954
<b>TOTAL EXPENDITURES</b>	<b>255,983,252</b>	<b>798,499</b>				<b>255,184,753</b>

**DIVISION OF FINANCIAL AND PERSONNEL SERVICES**

**HEATHER L'HOMMEDIU PERREAULT, CPA, DEPUTY COMMISSIONER - FIN**

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

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

*Established* 1992 *Telephone* (207) 624-7800

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

*Average Counts-All Positions* 285.000 *Legislative Count* 285.00

**PURPOSE:**

The Division of Financial and Personnel Services provides professional fiscal and human resources expertise to departments and agencies across Maine State Government. These centralized services give agencies access to experienced staff with specialized knowledge who provide technical guidance, problem-solving, and management services. This allows agencies to focus on their core missions and rely on these specialists to remain in compliance with complex and rapidly changing reporting standards, regulations, and laws.

**ORGANIZATION:**

The Division is divided into five service centers, each with a finance and human resources unit. Financial staff is under the direction of the Deputy Commissioner of Finance, and the Human Resources staff is under the Director of the Bureau of Human Resources (BHR). The service centers are: General Government; Natural Resources; Security and Employment; Corrections; and Health and Human Services.

**PROGRAM:**

The Division works collaboratively with senior leadership at State agencies, providing consultative financial and personnel services. Areas of fiscal expertise include: compliance with State and Federal laws and regulations, statewide budgetary policy, budget development and monitoring, application of generally accepted accounting and financial practices, grant management, financial analysis, cash management, accounting and financial processing, and

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

legislative support. Personnel services include: personnel management, recruitment and hiring, employee relations, training seminars, investigations and arbitrations, benefits administration, payroll processing, and other administrative functions.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF FINANCIAL AND PERSONNEL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	12,626,440					12,626,440
HEALTH BENEFITS	4,462,208					4,462,208
RETIREMENTS	3,371,599					3,371,599
OTHER FRINGE BENEFITS	265,253					265,253
COMPUTER SERVICES	810,187					810,187
CONTRACTUAL SERVICES	902,132	116,976	11,382			773,774
RENTS	130,508					130,508
COMMODITIES	117,843		77			117,766
INTEREST-DEBT RETIREMENT	3,249,076	3,249,076				
COST OF GOODS SOLD	13,781,385	13,781,385				
<b>TOTAL EXPENDITURES</b>	<b>39,716,631</b>	<b>17,147,437</b>	<b>11,459</b>			<b>22,557,735</b>

**BUREAU OF GENERAL SERVICES**

**ELAINE CLARK, DIRECTOR**

Central Office 111 SEWALL STREET, AUGUSTA, ME 04333  
 Mail Address 77 STATE HOUSE STATION, AUGUSTA, ME 04333-0077 FAX (207) 287-4039  
 Established 1991 Telephone (207) 624-7314  
 Reference Policy Area 00 Umbrella 18 Unit 554 Citation T0005 M.R.S.A., Sect. 000001742  
 Average Counts-All Positions 157.500 Legislative Count 157.50

**PURPOSE:**

General Services was established to: provide one centralized bureau to manage and oversee the State's procurement process; 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 and surplus property; 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:**

The Bureau of General Services consists of six major divisions: Planning, Design & Construction; Property Management (including Operations and Maintenance and Custodial Services); Purchases (including Procurement and State Purchases Review Committee); Central Fleet Management; Central Services (including Postal Operations and Surplus Property); 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 oversee public improvements at approximately 2,000 state buildings and state-funded school projects and prepare the biennial capital and repair budgets for all state agencies. Property

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Management has responsibility for operations and maintenance, including housekeeping services, of 53 buildings and 3 memorials in the various Capitol Complexes (East and West Campuses), 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, State Surplus property and Federal Surplus property. The Leased Space Division locates state agencies either in state facilities or in privately leased facilities throughout the State.

**FINANCES, FISCAL YEAR 2019:** 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	5,949,449	4,262,318		243,951		1,443,180
HEALTH BENEFITS	2,468,380	1,750,658		138,393		579,329
RETIREMENTS	1,469,609	1,059,806		58,572		351,231
OTHER FRINGE BENEFITS	127,432	94,814		5,426		27,192
COMPUTER SERVICES	706,543	610,150		31,628		64,765
CONTRACTUAL SERVICES	7,889,570	6,069,121	421,579	921,770		477,100
RENTS	617,678	79,151	72,935	30,845		434,747
COMMODITIES	2,708,130	2,242,898	56,924	386,509		21,799
BUILDING IMPROVEMENTS	511,683	476,361	35,322			
EQUIPMENT	28,118	28,118				
INTEREST-DEBT RETIREMENT	2,227	314	3	167		1,743
TRANSFER TO OTHER FUNDS	53,753,643	4,365	14,865	48,843		53,685,570
<b>TOTAL EXPENDITURES</b>	<b>76,232,462</b>	<b>16,678,074</b>	<b>601,628</b>	<b>1,866,104</b>		<b>57,086,656</b>

## BUREAU OF HUMAN RESOURCES

### BREENA BISSELL, DIRECTOR

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04330-6830  
*Mail Address* 4 STATE HOUSE STATION, AUGUSTA, ME 04333-0004 *FAX* (207) 287-4414  
*Established* 1987 *Telephone* (207) 624-7761  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 389 *Citation* T0005 *M.R.S.A., Sect.* 000007033  
*Average Counts-All Positions* 34,000 *Legislative Count* 34,000

#### **PURPOSE:**

The Bureau of Human Resources is responsible for: centralized administration of the State's Civil Service system; employee health and benefit programs; Workers' Compensation program; wellness and safety initiatives; recruitment, development and training programs; equal employment opportunity programs; and labor relations responsibilities.

#### **ORGANIZATION:**

In 1937, the State of Maine enacted legislation to parallel Federal Civil Service Law. A three-member State Personnel Board and a Bureau of Personnel within the then Department of Finance were established to administer this new law. The Bureau was headed by a Director of Personnel who was appointed by the Governor and the Board to serve at the pleasure of the Board. In 1941, the Bureau was made an independent state agency referred to as the Office of Personnel. In 1953, the State Personnel Board was enlarged by adding a member selected by the Maine State Employees' Association and a member selected from department heads. In 1975, these two special memberships were deleted and the State Personnel Board returned to an all-public body. In 1976, the State Civil Service System experienced its first major change. The Office of Personnel was made a Cabinet-level department, headed by a Commissioner appointed to serve at the pleasure of the Governor. The Commissioner was given the authority formerly vested in the State Personnel Board and the State Personnel Board was redefined as an advisory and appellate body. In January 1981, the Governor placed the Office of Employee Relations under the Commissioner of Personnel and a Director of Employee Relations was appointed by

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

the Commissioner to manage labor relations and collective bargaining activities. In 1986, the Legislature significantly altered the mission and purpose of the Department of Personnel and provided a year of transition for the Department to become the Bureau of Human Resources within the newly established Department of Administration. The State Personnel Board was discontinued and replaced by the State Civil Service Appeals Board, and an advisory Policy Review Board comprised of the leadership of the larger State departments was established. The Office of Employee Relations was established as a separate Bureau, and the former training division of the Office of Employee Relations was placed under the Bureau of Human Resources. In July 1991, the State Employee Health Insurance, Workers' Compensation, and State Employee Health and Wellness programs were placed under the Bureau of Human Resources. In July 2008, the Bureau of Employee Relations became the Office of Employee Relations and was returned to the Bureau of Human Resources. In 2010, the Office of Training and Organizational Development was disbanded. In 2012, the Bureau created a Programs Unit that provides leadership training, online training, organizational development protocols and other models for statewide organizational development. This unit is now referred to as the Talent Management Division.

### **PROGRAM:**

The Classification and Compensation Division provides job classification audits for both employee and management-initiated requests, assists agencies with reorganization efforts, and represents the Bureau at job classification mediations and arbitrations. Salary Schedules are created and maintained by this division.

The Civil Service Division researches, interprets, and provides guidance to line agency management on human resource rules, policies, practices and procedures in the Executive Branch; reviews and acts on requests for exceptions to rules and policies; and tracks human resource-related legislative activities during the legislative sessions.

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 also administers wellness programs.

The Talent Management Division 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 Division is also responsible for the management of personnel records and 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, conducting grievance hearings, and representing all State agencies in grievance arbitrations. In addition, the Office 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 EEO 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

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

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

- Civil Service Rules
- Personnel Action Forms
- Employee Handbook
- Employment Opportunities Listings (current)
- Human Resources Policy and Procedures Manual

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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF HUMAN RESOURCES	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	REVENUE	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,385,277	1,393,607				991,670
HEALTH BENEFITS	705,625	333,214				372,411
RETIREMENTS	666,338	392,102				274,236
OTHER FRINGE BENEFITS	46,372	26,350				20,022
COMPUTER SERVICES	129,583	83,095				46,488
CONTRACTUAL SERVICES	2,243,767	132,759				2,111,008
RENTS	82,500	3,681				78,819
COMMODITIES	60,765	41,797				18,968
GRANTS, SUBSIDIES, PENSIONS	10,636,155					10,636,155
TRANSFER TO OTHER FUNDS	467,221					467,221
<b>TOTAL EXPENDITURES</b>	<b>17,423,603</b>	<b>2,406,605</b>				<b>15,016,998</b>

**OFFICE OF INFORMATION TECHNOLOGY**  
**FRED BRITAIN, 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) 624-7568  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 127 *Citation* T0005 *M.R.S.A., Sect.* 000001981  
*Average Counts-All Positions* 439,000 *Legislative Count* 439,00

**PURPOSE:**

The Office of Information Technology was established in 2005 as an agency focused on delivering information technology services ("IT Services") to the Executive Branch agencies. IT Services are also provided to support other state and local government entities as needed. The services provided by the Office allow agencies to perform their missions and support the citizens of Maine.

**ORGANIZATION:**

OIT is led by the Chief Information Officer (CIO). The five areas which fall under the leadership of the CIO are: Client and Infrastructure Services, Enterprise Shared Services, Information Security Office, Project Management Office, and the Office of the CIO. The Office of the CIO along with the four other units makes up the technology services delivery arm of the Executive Branch.

**PROGRAM:**

In order to safely and effectively provide IT Services, the Office is responsible for identifying needs, procuring and contracting to meet these needs, and ensuring services are provided in a safe and secure manner. The various units within the Office provide the network, phones, computers and other tools which allow agencies to perform their missions. Development staff work closely with the agencies to determine system needs, develop applications as needed, and perform maintenance. Project management resources are used to ensure projects stay on time and on budget. Data security is the top priority and the Information Security Office continuously assesses the threat environment and takes steps to ensure that the information related to Maine citizens is kept safe and secure.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF INFORMATION TECHNOLOGY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	25,676,061				111,106	25,564,955
HEALTH BENEFITS	7,811,718				23,572	7,788,146
RETIREMENTS	6,157,460				32,013	6,125,447
OTHER FRINGE BENEFITS	537,912				979	536,933
COMPUTER SERVICES	224,455				3,854	220,601
CONTRACTUAL SERVICES	2,638,215				103,140	2,535,075
RENTS	983,752				3,856	979,896
COMMODITIES	92,476				903	91,573
EQUIPMENT	3,019,567	2,091,263	517,416		410,888	
INTEREST-DEBT RETIREMENT	3,415,568	3,415,568				
TRANSFER TO OTHER FUNDS	32,908,586	4,522,741			5,815	28,380,030
COST OF GOODS SOLD	3,959,541					3,959,541
<b>TOTAL EXPENDITURES</b>	<b>87,425,311</b>	<b>10,029,572</b>	<b>517,416</b>		<b>696,126</b>	<b>76,182,197</b>

**INFORME  
VACANT, CHAIRMAN**

Central Office 45 COMMERCE DRIVE, SUITE 10, AUGUSTA, ME 04330  
 Mail Address 45 COMMERCE DRIVE, AUGUSTA, ME 04330 FAX (207) 621-9950  
 Established 1998 Telephone (207) 621-2600  
 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, serves 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/titleelsec531.html> (sections 531-538).

**ORGANIZATION:**

The InforME Board consists of 15 voting members and 2 nonvoting, advisory members as follows:

The Secretary of State or the Secretary of State's designee; three members who are chief executive officers of agencies of the Executive Branch that are major data custodians, who are appointed by the Governor and who serve at the pleasure of the Governor, or their designees; a representative of the University of Maine System, appointed by the Chancellor; a representative of a statewide association of municipalities, appointed by the Governor from nominations made by the association's governing body; a representative of a nonprofit or user organization advancing citizens' rights of access to information, appointed by the Governor; and a representative of a statewide association of public librarians, appointed by the Governor from nominations made by the association's governing body; two members from user associations of a statewide character appointed by the Governor; the Commissioner of Administrative and Financial Services or the Commissioner's designee; the State Librarian or the State Librarian's designee; two public members, one appointed by the President of the Senate and one appointed by the Speaker of the House of Representatives; a representative of the membership or staff of the Judicial Department, appointed by the Chief Justice of the Supreme Judicial Court, who serves as a nonvoting member; the Chief Executive Officer or designee of the private entity under contract as the Network Manager who serves as a nonvoting member; and the Chief Information Officer of the Department of Administrative and Financial Services or the Chief Information Officer's designee.

**PROGRAM:**

InforME is continually recognized nationally for outstanding services and content



## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

on the Maine.gov website. In 2019, Maine.gov was ranked a finalist in the Government Experience Awards program and Gold in the Ava Digital Awards. Each program that has honored Maine.gov has done so because of InforME's attention to usability, accessibility and the user experience.

InforME is a very important medium for the electronic delivery of public information and services. It is not the exclusive means of delivery of information and services to the public. There exist many other avenues of electronic delivery including direct delivery by agencies through the Office of Information Technology as well as through other 3rd party providers.

The InforME Board provides direction to the InforME portal manager, Maine Information Network. InforME provides universal continuous access to accurate, current web-based electronic public information that may be searched to suit the user's own purposes. Services include, at a minimum: providing standardized access to customized databases and data custodians' databases; providing links to other information sources; conducting electronic business and payment transactions; assisting state agencies in electronically disseminating public information in their custody; and constantly improving access to and the utility of the public information available through InforME. InforME explores, and, where appropriate, implements ways to: A. Expand the amount and kind of public information available free of charge; B. Increase the utility of the public information provided and the form in which it is provided; C. Expand the base of users who access the public information; and D. Improve individual and business access to public information through improvements in technology. InforME provides opportunities for individuals, businesses, and other entities to review public information for accuracy and to indicate to the data custodian when corrections may be appropriate; provides a mechanism for the authorized transfer of nonpublic information; promotes opportunities for interagency cooperation; and provides opportunities for innovative uses of public information.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE LIQUOR AND LOTTERY COMMISSION GREGORY R. 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 spirits 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 supervise the pricing, listing and delisting of spirits for sale to the public; promulgate and amend rules; make recommendations and set policies; and 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 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 was 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

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

to the Commission in conjunction with the present Bureau of Alcoholic Beverages. As of 1977, the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature. In 1987, the Legislature raised the membership to five. In November 1973, a public referendum approved a State Lottery and the first State Lottery Commission was appointed in January 1974. In 1992, the Maine State Lottery and the Bureau of Alcoholic Beverages were combined to become the Bureau of Alcoholic Beverages and Lottery Operations. In July 1993, the Maine State Liquor and Lottery Commission were merged into a single, combined Commission of five (5) members.

### **PROGRAM:**

The Commission provides oversight to the financial performance and operational activities of the Bureau of Alcoholic Beverages and Lottery Operations.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **OFFICE OF MARIJUANA POLICY**

### **ERIK GUNDERSEN, DIRECTOR**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04330  
*Mail Address* 162 STATE HOUSE STATION, AUGUSTA, ME 04333      *FAX* (207) 287-2671  
*Established* 2018      *Telephone* (207) 624-7491  
*Reference Policy Area* 00    *Umbrella* 18    *Unit* 691    *Citation* PL 2017 M.R.S.A., Sect. C409  
*Average Counts-All Positions* 43.000      *Legislative Count* 43.00

### **PURPOSE:**

The Office of Marijuana Policy (OMP) is responsible for the oversight of all aspects of legalized marijuana. The mission of OMP is to ensure the health and safety of all Mainers by effectively and responsibly licensing and regulating marijuana establishments. It aims to develop a good faith partnership between the State of Maine and stakeholders by establishing rules and policies that provide interested consumers with access to a regulated industry while diminishing an unregulated black market.

The powers and duties of OMP are detailed in Title 22, Chapter 558-C (medical) and Title 28-B (adult use).

### **ORGANIZATION:**

In Maine, the responsibility for licensing, compliance, enforcement, and general oversight of Maine's medical use of marijuana and adult use marijuana programs is unified within OMP. The Office is led by a director who oversees a senior leadership team consisting of a deputy director, special projects director, public information officer, data analytics director, and a policy analyst. The deputy director oversees the day-to-day operations of OMP's licensing and compliance divisions.

### **PROGRAM:**

The State of Maine first legalized medical marijuana by referendum in 1999. In 2009, Maine voters again took up the topic of medical marijuana, this time establishing a distribution mechanism that had been nonexistent since 1999. It took another two years before the first of Maine's medical marijuana dispensaries began operating. Presently, eight dispensaries and more than 2,500 caregivers serve the State's approximately 45,000 medical marijuana patients.

In November 2016, Maine voters approved the recreational use, retail sale and taxation of marijuana. The Maine Legislature spent the next two years working to overhaul the Marijuana Legalization Act. OMP was established within the Department to complete the rulemaking process required by law that would permit the State of Maine to proceed with accepting and processing applications for adult use marijuana establishments.

Regardless of these changes to Maine law, marijuana is still illegal at the

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

federal level. While limited federal protections exist for medical-use, Mainers should educate themselves about the potential consequences of the recreational use of marijuana.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MARIJUANA POLICY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	371,420	124,983	246,437			
HEALTH BENEFITS	101,398	31,020	70,378			
RETIREMENTS	92,997	36,008	56,989			
OTHER FRINGE BENEFITS	8,097	2,453	5,644			
COMPUTER SERVICES	368,100	29,651	338,449			
CONTRACTUAL SERVICES	549,723	144,949	404,774			
RENTS	16,277	1,090	15,187			
COMMODITIES	29,177	14,630	14,547			
TRANSFER TO OTHER FUNDS	27,888		27,888			
<b>TOTAL EXPENDITURES</b>	<b>1,565,077</b>	<b>384,784</b>	<b>1,180,293</b>			

**MAINE BOARD OF TAX APPEALS**  
**PAUL L. BOURGET, ESQ., CHIEF APPEALS OFFICER**

*Central Office* 19 ELKINS LANE, ELKINS BLDG, AUGUSTA, ME 04333-0134  
*Mail Address* 134 STATE HOUSE STATION, AUGUSTA, ME 04333-0134 *FAX* (207) 287-2865  
*Established* 2012 *Telephone* (207) 287-2862  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 674 *Citation* T00036 *M.R.S.A., Sect.* S0000151-D  
*Average Counts-All Positions* 3.000 *Legislative Count* 3.00

**PURPOSE:**

The Maine Board of Tax Appeals provides taxpayers a fair system of resolving controversies with the Maine Bureau of Revenue Services 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE BOARD OF TAX APPEALS	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	REVENUE	FUND	FUNDS	FUNDS
	FUNDS	FUND	FUNDS			
SALARIES & WAGES	207,353	207,353				
HEALTH BENEFITS	54,670	54,670				
RETIREMENTS	56,959	56,959				
OTHER FRINGE BENEFITS	3,665	3,665				
COMPUTER SERVICES	9,546	9,546				
CONTRACTUAL SERVICES	17,825	17,825				
COMMODITIES	1,253	1,253				
<b>TOTAL EXPENDITURES</b>	<b>351,271</b>	<b>351,271</b>				

**BUREAU OF REVENUE SERVICES**  
**JEROME GERARD, STATE TAX ASSESSOR**  
**VICKI ROY, DEPUTY EXECUTIVE DIRECTOR**

*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* T00036 *M.R.S.A., Sect.* 000000112  
*Average Counts-All Positions* 290.500 *Legislative Count* 290.50

**PURPOSE:**

The Bureau of Revenue Services, also known as Maine Revenue Services (MRS), was established to collect revenues necessary to support Maine state government through the assessment of taxes, and to improve the administration of tax laws.

**ORGANIZATION:**

The State Tax Assessor (the Assessor) oversees the administration of Maine's tax laws through ten divisions and units: Income/Estate Tax Division; Sales, Fuel & Special Tax Division; Property Tax Division; Quality Assurance Division; Operations Division; Accounting Division; Compliance Division; Tax Compliance Unit; Criminal Investigation Unit; and the Office of General Counsel. The Associate Commissioner of Tax Policy oversees the Office of Tax Policy, which conducts legal and economic analysis. The State Taxpayer Advocate serves as a resource for Maine taxpayers who need assistance with Maine tax issues. The Assessor, Associate Commissioner of Tax Policy, and the State Taxpayer Advocate are all appointed by the Commissioner of the Department of Administrative & Financial Services.

**PROGRAM:**

The Income/Estate Tax Division administers the following taxes: income (individual, corporate, and fiduciary); withholding; estate; franchise; and insurance premiums. The Division administers pass-through entity reporting, reimbursements under the Employment Tax Increment Financing program, and various tax credits, including the Educational Opportunity Tax Credit, Property Tax Fairness Credit, Child Care Credit, and Pine Tree Development Zone Credit. The Sales, Fuel & Special Taxes Division administers the following taxes: sales, use, service provider, healthcare provider, hospital, gasoline, special fuel, cigarette, tobacco, potato, blueberry, quahog, and railroad. The Division also administers milk handling fees, recycling assistance fees, abandoned bottle deposits, prepaid wireless fees, and motor vehicle oil premiums. The Division also conducts compliance audits. The Property Tax Division oversees municipal property tax administration including the assessment and collection of property and excise taxes for the unorganized territories. The Division conducts the annual State Valuation process that is used to calculate county taxes, to establish municipal and school bond debt limits, and to determine education funding and revenue sharing. The Division administers the following taxes: real estate transfer, commercial forestry excise, controlling interest transfer, and telecommunications business equipment. The Division is responsible for determining the tree growth tax loss

## DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

and the amount of tax reimbursement for various exemptions. The Division also oversees the Business Equipment Tax Exemption and the Business Equipment Tax Reimbursement programs.

The Operations Division is responsible for processing mail and tax returns, depositing daily tax revenues, providing data entry services, processing taxpayer registrations, and operating a taxpayer contact center. The Division also provides oversight for physical, personnel, and cyber security and develops and drafts MRS security policies.

The Quality Assurance Division provides quality assurance testing and works closely with the Office of Information Technology to operate, maintain, and develop MRS's computer network, automated systems, and electronic tax filing and payment application systems.

The Accounting Unit prepares MRS's budget, creates and processes daily cash receipts, monitors expenditure activity, and performs the accounts payable function. The Unit also provides GAAP related entries to the Office of the State Controller for the monthly and annual financial statement closings.

The Compliance Division collects all delinquent taxes through statutory means and MRS's third party collection agency. The Tax Compliance Unit identifies and contacts non-filers who have an obligation to file a Maine state individual income tax return and assesses income tax if a return is not filed. The Criminal Investigation Unit performs criminal investigations and forwards completed cases to the Office of the Maine Attorney General for prosecution.

The Office of General Counsel provides legal research and advisory services to the Assessor and all other divisions. The Division reviews decisions on reconsideration, advisory rulings, subpoenas, and settlement agreements. The Division assists the Office of the Attorney General in all legal proceedings before the Maine Board of Tax Appeals and Maine courts.

### LICENSES:

MRS administers the following licenses: Sales Tax Retailer Certificate, Sales Tax Resale Certificate, Tobacco Distributor License, Cigarette Distributor License, Licensed Gasoline Distributor, Registered Gasoline Distributor, Special Fuel Supplier Certificate, Special Fuel Retailer Certificate, Blueberry Processor and Shipper License, Potato Shipper License, Certified Maine Assessor Certificate, and Certified Assessment Technician Certificate.

### PUBLICATIONS:

Except where noted, the following publications are available free of charge and can be downloaded from the MRS website: [www.maine.gov/revenue](http://www.maine.gov/revenue). For assistance, call (207) 624-9677.

Title 36 of the Maine Revised Statutes

Taxpayer Bill of Rights

Maine regulations

All tax benefit program forms and instructions

Maine Tax Alerts

Maine tax forms and instructions

Income tax guidance documents

Sales tax bulletins

Property tax bulletins

Use tax pamphlet

Municipal Valuation Return Statistical Summary Report (property tax-annual)

Tax Expenditures Report

Sales Tax Reference Guide

Maine tax forms and instructions (bulk orders from preparers; price per form type varies)

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 - \$10.00

Title 36 of the Maine Revised Statutes - \$17.50

Sales Tax Reference Guide - \$14.00

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REVENUE SERVICES	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	14,161,168	13,833,646		327,522		
HEALTH BENEFITS	4,824,487	4,706,048		118,439		
RETIREMENTS	3,521,813	3,441,486		80,327		
OTHER FRINGE BENEFITS	299,669	292,533		7,136		
COMPUTER SERVICES	5,248,447	3,950,508	1,297,939			
CONTRACTUAL SERVICES	12,676,089	6,516,725	6,001,989	10,655		146,720
RENTS	1,301,456	1,301,456				
COMMODITIES	299,137	291,418	7,719			
GRANTS, SUBSIDIES, PENSIONS	93,967,605	73,397,734	20,569,871			
INTEREST-DEBT RETIREMENT	1,123,655	1,123,655				
TRANSFER TO OTHER FUNDS	249,185	1,713	226,099	16,679		4,694
<b>TOTAL EXPENDITURES</b>	<b>137,672,711</b>	<b>108,856,922</b>	<b>28,103,617</b>	<b>560,758</b>		<b>151,414</b>

**DIVISION OF RISK MANAGEMENT**

**DAVID FITTS, DIRECTOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 85 STATE HOUSE STATION, AUGUSTA, ME 04333-0085 *FAX* (207) 287-4008  
*Established* 1991 *Telephone* (207) 287-3352  
*Reference Policy Area* 00 *Umbrella* 18 *Unit* 133 *Citation* T0005 *M.R.S.A., Sect.* 00001725-A  
*Average Counts-All Positions* 5.000 *Legislative Count* 5.00

**PURPOSE:**

The Risk Management Division provides insurance advice to the State government and administers all state insurance and self-funded plans and programs, except for Workers' Compensation and employee benefits.

**ORGANIZATION:**

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:**

The Division provides insurance services and loss control services to state agencies. Insurance services include, but not limited to: property, general liability, ocean marine, bonding, vehicular liability, cyber security, and police professional liability. 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.

In addition, the Division annually reviews the entire subject of insurance as it applies to 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 the Department 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.

**PUBLICATIONS:**

Annual compilation of property values (electronic)

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF RISK MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	255,680					255,680
HEALTH BENEFITS	78,005					78,005
RETIREMENTS	68,040					68,040
OTHER FRINGE BENEFITS	5,670					5,670
COMPUTER SERVICES	14,257					14,257
CONTRACTUAL SERVICES	4,176,634					4,176,634
COMMODITIES	2,905					2,905
TRANSFER TO OTHER FUNDS	92,760					92,760
<b>TOTAL EXPENDITURES</b>	<b>4,693,951</b>					<b>4,693,951</b>

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY**

**AMANDA E. BEAL, COMMISSIONER**  
**RANDY CHARETTE, DEPUTY COMMISSIONER**

*Central Office* HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330  
*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-2400  
*Established* 1852 *Telephone* (207) 287-3419  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 001 *Citation* T0007 *M.R.S.A., Sect.* 000000001  
*Average Counts-All Positions* 522.070 *Legislative Count* 402.50

**Units:**

<i>BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES</i>	<i>BUREAU OF RESOURCE INFORMATION AND LAND USE</i>
<i>MAINE AGRICULTURAL BARGAINING BOARD</i>	<i>PLANNING</i>
<i>OFFICE OF THE COMMISSIONER</i>	<i>MAINE MILK COMMISSION</i>
<i>BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)</i>	<i>BUREAU OF PARKS AND LANDS</i>
<i>STATE HARNESS RACING COMMISSION</i>	<i>BOARD OF PESTICIDES CONTROL</i>
<i>(OFFICE OF) STATE HORTICULTURIST</i>	<i>PULL EVENTS COMMISSION</i>
<i>LAND FOR MAINE'S FUTURE BOARD</i>	<i>(OFFICE OF) SEALER OF WEIGHTS AND MEASURES</i>

**PURPOSE:**

The Department of Agriculture, Conservation and Forestry is a key partner to the many citizens of the State of Maine who are involved with Maine's land-based natural resources. To grow Maine's natural resource, agricultural, forestry and outdoor recreation based economy, the Department of Agriculture, Conservation and Forestry: increases public awareness of the value of natural resources; provides factual support for sustainable use of the scenic, mineral, coastal and fresh water resources of the State; maximizes public access while maintaining the natural character of Maine's public lands, state parks, and historic sites; participates in land use planning that recognizes the greatest public value and also supports agricultural, recreational, forest production, mining and other public resource uses; protects the public's health and well-being from the consumption of harmful or unsanitary food products and food preparation practices; documents the growth and harvest of the state timber resource and leads the efforts that protect Maine forests from fire, theft, and insects; coordinates land use planning in unorganized territories; detects, prevents and eradicates plant and animal diseases and insects/pests; develops, compiles, and disseminates scientific and practical knowledge, and provides ongoing database information and mapping of natural resources; and conserves and improves 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; Forestry; Parks and Lands; and Resource Information and Land Use Planning.

**PROGRAM:**

The 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	23,690,296	15,193,434	6,490,508		2,006,354	
HEALTH BENEFITS	8,292,386	5,144,708	2,349,895		797,783	
RETIREMENTS	6,047,733	3,970,925	1,586,537		490,271	
OTHER FRINGE BENEFITS	508,828	332,801	132,832		43,195	
COMPUTER SERVICES	1,735,562	1,366,358	304,305		64,899	
CONTRACTUAL SERVICES	11,686,452	4,029,130	6,237,695		1,419,627	
RENTS	2,721,109	1,430,843	1,042,591		247,675	
COMMODITIES	1,679,680	784,682	852,516		42,482	
GRANTS, SUBSIDIES, PENSIONS	40,917,958	666,704	35,286,717		4,964,537	
PURCHASE OF LAND	1,395,384					1,395,384
BUILDING IMPROVEMENTS	25,956		25,956			
EQUIPMENT	4,537,468	1,306,460	3,167,415		58,013	5,580
TRANSFER TO OTHER FUNDS	933,072		814,183		118,889	
<b>TOTAL EXPENDITURES</b>	<b>104,171,884</b>	<b>34,226,045</b>	<b>58,291,150</b>		<b>10,253,725</b>	<b>1,400,964</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	1,076,834	458,484	618,350			
HEALTH BENEFITS	284,146	97,779	186,367			
RETIREMENTS	238,902	76,677	162,225			
OTHER FRINGE BENEFITS	32,647	17,996	14,651			
COMPUTER SERVICES	1,520,279	1,272,404	247,875			
CONTRACTUAL SERVICES	2,561,507	1,333,949	1,227,558			
RENTS	12,557		12,557			
COMMODITIES	131,658	116,900	14,758			
GRANTS, SUBSIDIES, PENSIONS	17,700	17,600	100			
TRANSFER TO OTHER FUNDS	235,499		235,499			
<b>TOTAL EXPENDITURES</b>	<b>6,111,729</b>	<b>3,391,789</b>	<b>2,719,940</b>			

**BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES**  
**NANCY MCBRADY, BUREAU 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* T0007A *M.R.S.A., Sect.* S000000206  
*Average Counts-All Positions* 137.201 *Legislative Count* 120.00

**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 the Board of Pesticides Control.

**PROGRAM:**

Agricultural Resource Development enhances and expands Maine's agricultural product markets, and offers technical assistance in financing, environmental regulations, land conservation, marketing, and agricultural fairs. Market

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

Development and Promotion provides marketing support to Maine food and fiber producers, food processors, agricultural associations, and wholesale and retail buyers. In addition, the program advises growers regarding new domestic and international marketing opportunities, management systems, and production facilities. The program also supports direct market farmers, farm to school sales, and agriculture in the classroom educational initiatives. Staff manages grant and loan programs, including the Agricultural Marketing Loan Fund, Agricultural Development Grants, Specialty Crop Block Grants, and the Maine Farms for the Future Grant program. Staff also provides support for agricultural marketing and resource programs, including Maine farmland protection, farmland property tax, farmland registration, beginning and veteran farmer support, Senior Farm Share, The Emergency Food Assistance Program (which includes USDA commodities), Commodities Supplemental Food Program, and Hunters for the Hungry.

Quality Assurance and Regulation performs 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 those of the National Institute of Standards and Technology. Quality Assurance Inspection provides the agricultural industries with a uniform 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. Milk quality is monitored in the Department's USDA-accredited lab.

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. A major activity of the division is the certification of seed potatoes. Division programs also include oversight and licensing of livestock facilities. 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. The Animal Welfare Program also certifies all local animal control officers.

Harness Racing Commission, Maine Milk Commission, Pull Events Commission, and Board of Pesticides 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; animal shelters; boarding kennels; breeding kennels; pet shops; research facilities; dogs.

#### Permits:

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; 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 scalers; food establishments; feed, seed, and 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; vendor permits for dogs and cats under 6 months old.

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 manages the [www.getrealmaine.com](http://www.getrealmaine.com) website and produces the following

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

directories:  
 Wholesale Buyer's Guide  
 Finding Maine Food and Farms  
 Maine Maple Sunday  
 Open Farm Day  
 Finding Funds for Farmers

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES	TOTAL		SPECIAL		HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	GENERAL FUND	REVENUE FUNDS	FUND			
<b>EXPENDITURES</b>							
SALARIES & WAGES	5,872,882	2,474,267	2,317,291			1,081,324	
HEALTH BENEFITS	2,123,261	871,989	854,435			396,837	
RETIREMENTS	1,439,774	618,312	562,833			258,629	
OTHER FRINGE BENEFITS	120,907	52,551	46,770			21,586	
COMPUTER SERVICES	12,362	7,248	1,491			3,623	
CONTRACTUAL SERVICES	3,232,715	750,309	1,917,975			564,431	
RENTS	519,481	206,248	235,806			77,427	
COMMODITIES	154,091	84,003	50,909			19,179	
GRANTS, SUBSIDIES, PENSIONS	32,318,512	486,206	29,166,048			2,666,258	
TRANSFER TO OTHER FUNDS	155,211		124,991			30,220	
<b>TOTAL EXPENDITURES</b>	<b>45,949,196</b>	<b>5,551,133</b>	<b>35,278,549</b>			<b>5,119,514</b>	

**MAINE AGRICULTURAL BARGAINING BOARD**  
**NANCY MCBRADY, DIRECTOR**

*Central Office* MARQUARDT BLDG, 32 BLOSSOM LN, AUGUSTA, ME 04330  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-7548  
*Established* 1973 *Telephone* (207) 287-3491  
*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 Maine Agricultural Bargaining Board consists of 5 members and 2 alternates, who shall be appointed by the Governor. One member and one alternate shall be appointed from a list of names submitted by agricultural producer organizations. One member and one alternate shall be appointed from a list of names submitted by processors of agricultural products. In appointing these members and alternates, the Governor shall seek to represent as many different agricultural products as possible, and a member and the alternate for that member may not be associated with the same agricultural product, unless suitable persons cannot otherwise be appointed. An alternate shall serve when, for any reason, the respective member is unable to serve. Three members shall be representatives of the public. A public member may not hold any interest or stock or securities in any producer, dealer, processor or other person whose activities are subject to the jurisdiction of the board.

**PROGRAM:**

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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### **LICENSES:**

Certification of qualified associations.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **OFFICE OF THE COMMISSIONER**

**AMANDA E. BEAL, COMMISSIONER**

**RANDY CHARETTE, DEPUTY COMMISSIONER**

*Central Office* HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330  
*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-2400  
*Established* 1919 *Telephone* (207) 287-3419  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 001T *Citation* T00012 *M.R.S.A., Sect.* 0000005012

### **PURPOSE:**

The Office of the Commissioner provides management and planning oversight across all bureaus within the department and coordinates department-wide technology, finance, and human resources. Additionally, the Office prioritizes and reviews the legislative activity, contractual agreements, and 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 the Commissioner, Deputy Commissioner, and executive staff who are responsible for planning and implementing activities relating to human resources, public information, educational outreach, personal safety, regulatory compliance, as well as legislative and budget initiatives.

### **PROGRAM:**

The Office directs policy and provides oversight to programs that affect Maine agriculture, forestry, parks and public land, geology, land use planning and other departmental operations. It coordinates the development, tracking, and response to legislative and budget issues. The Department's coordination with the Natural Resources Service Center, the Attorney General's office, the Office of Information Technology, and other Executive Branch agencies is through this office.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

**PATTY CORMIER, BUREAU DIRECTOR**

*Central Office* HARLOW BLDG, 18 ELKINS LANE, AUGUSTA, ME 04330-0022 *TTY* (207) 287-2213  
*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-8422  
*Established* 2013 *Telephone* (207) 287-2791  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 669 *Citation* T00012 *M.R.S.A., Sect.* S000008001  
*Average Counts-All Positions* 132.019 *Legislative Count* 116.00

### **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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

forest lands, to optimize the benefits from the forest; protect the forest resource from destructive elements, including fire, insects, and diseases; 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.

### **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 the 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, landowner protection (e.g., theft), and other forest protection laws.

The Forest Policy and Management Division promotes informed decisions about Maine's forests. Division staff provides: technical assistance; information and education; outreach and enforcement services on timber harvesting and water quality laws; reports on the State of Maine's forests; 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. Division staff conduct surveillance and evaluations to provide pest management and damage prevention options 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  
Report on Inventory and Growth of Maine's Forests  
Woods in Your Backyard  
What Will My Woods Look Like  
Forest and Shade Tree Insect and Disease Conditions for Maine  
Big Tree Registry

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2019:** 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>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	6,597,905	6,111,224	2,539		484,142	
HEALTH BENEFITS	2,325,455	2,090,268	1,127		234,060	
RETIREMENTS	1,951,992	1,820,088	610		131,294	
OTHER FRINGE BENEFITS	160,975	148,525	55		12,395	
COMPUTER SERVICES	138,046	78,528			59,518	
CONTRACTUAL SERVICES	1,589,394	1,268,080	73,814		247,500	
RENTS	1,055,850	896,088			159,762	
COMMODITIES	402,450	383,446	-2,616		21,620	
GRANTS, SUBSIDIES, PENSIONS	227,675		10,000		217,675	
EQUIPMENT	1,254,694	1,184,460	29,634		40,600	
TRANSFER TO OTHER FUNDS	37,377		2,088		35,289	
<b>TOTAL EXPENDITURES</b>	<b>15,741,813</b>	<b>13,980,707</b>	<b>117,251</b>		<b>1,643,855</b>	

**STATE HARNESS RACING COMMISSION  
HENRY JENNINGS, EXECUTIVE DIRECTOR**

*Central Office* DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-7548  
*Established* 1935 *Telephone* (207) 287-3221  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 017 *Citation* T0008 *M.R.S.A., Sect.* 0000261-A

**PURPOSE:**

The State Harness Racing Commission was established to maintain integrity of 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 promulgate rules for conducting pari-mutuel harness racing and the operation of tracks and off-track betting facilities; to assign racing dates to the pari-mutuel tracks; to license associations, racing participants and off-track betting facilities in Maine; to oversee the enforcement of the Commission's statutes and rules; and to help promote harness 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.

**PROGRAM:**

The Commission: grants track licenses to operate 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; regulates, supervises and checks the making of pari-mutuel pools and their distribution; establishes a schedule of fines and adopts a schedule of suspensions; encourages and promotes the breeding of Maine Standardbred horses; and assists with the promotion of harness racing in Maine.

Drug testing programs are used on a continuing basis in an effort to eliminate drug use on racehorses 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

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

Pari-Mutuel Employees - Directors, Managers and Tellers  
Vendors at Licensed Pari-Mutuel Facilities  
Off-Track Betting Facilities and Simulcast Facilities

### **PUBLICATIONS:**

Maine State Harness Racing Commission Annual Report  
Annual Report on the Use of Funds

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **(OFFICE OF) STATE HORTICULTURIST GARY FISH, STATE HORTICULTURIST**

*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* 1910 *Telephone* (207) 287-7545  
*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, honey bees and hives 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 industrial hemp licensing program, the apiary program, the Integrated Pest Management program (IPM), and the Cooperative Agricultural Pest Survey program (CAPS).

Businesses selling rooted plant material are licensed and inspected for a variety of plant pests, focusing on pests that are either not found in the State, are new to the State or of limited distribution, and pests that have the potential to impact the health of economically important crops.

This office, with help from the seed potato certification program, inspects and certifies plant material and issues phytosanitary certificates to assist growers in marketing products to other countries. The majority of these certificates are 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.

The office licenses industrial hemp growers. Growers must plant certified seed and their crops must be inspected before harvest.

The State Apiarist licenses commercial and hobby bee keepers and inspects bee hives. This program also issues certificates of inspection to allow for interstate transfer of commercial hives.

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 Bureau of Forestry and the University of Maine Cooperative Extension, plant commodity surveys and emergency pest surveys are conducted to look for exotic and regulatory-significant pests.

The IPM program leads initiatives to develop and promote guidelines, resources

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

and education to minimize reliance on pesticides and safeguard health. The IPM entomologist coordinates activities for 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  
Apiary  
Industrial Hemp  
Certificate:  
Phytosanitary  
Maine Nursery Stock Certificate  
Apiary Inspection Certificate for interstate transportation

### PUBLICATIONS:

List of Licensed Producers and Dealers of Nursery Stock--annual (electronic).  
List of Licensed Arborists--annual (electronic)  
List of Swarm Collectors--annual (electronic)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LAND FOR MAINE'S FUTURE BOARD SARAH DEMERS, DIRECTOR

*Central Office* 19 ELKINS LANE, ELKINS BLDG, AUGUSTA, ME 04330  
*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX*  
*Established* 1987 *Telephone* (207) 287-7576  
*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 fee acquisitions of lands for public use and benefit. The LMF Program promotes working landscapes, which are part of Maine's rural economy. LMF farmland preservation projects support farmer and community efforts to keep land in agricultural production. Working forest easements are part of Maine's wood supply for the forest products industries and provide access for recreational use. The working waterfront access protection program makes key points of access along Maine's coast available to the commercial fisheries industry. The LMF Program also prioritizes the protection of wildlife and fisheries habitat, key public access points to Maine waters, and ensures that land utilizing LMF funding is available for traditional recreational activities.

Since the creation of the program, over 570,000 acres have been acquired, which includes approximately 332,000 acres of working lands, reflecting LMF's efforts to conserve the working landscape and keep lands in private ownership with permanent land conservation agreements.

### ORGANIZATION:

The LMF Board manages the Land for Maine's Future Fund, the Public Access to Maine Waters Fund, and jointly administers the Working Waterfront Access Protection Program with the Department of Marine Resources. 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 (DIFW), and Marine Resources (DMR). The Governor appoints the Board's chairperson. The program director, technical staff, and clerical support operate within the Bureau of Resource Information and Land Use Planning.



## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### **PROGRAM:**

The Board is responsible for reviewing funding requests for land protection projects and authorizing distribution of bond proceeds to priority projects. Funding is drawn from the sale of bonds approved by voters. The LMF bond funds are matched with additional funds at a ratio of at least \$1 in matching funds 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: Conservation and Recreation Lands, Farmlands, Working Waterfronts, and Water Access Lands.

### **LICENSES:**

None

### **PUBLICATIONS:**

Biennial Report of the Land for Maine's Future Program, per Title 5, Ch. 353, Sec. 6206, sub-sec. E  
Government Evaluation Act Report, per Title 3, Ch. 35

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

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

### **ROBERT G. MARVINNEY, BUREAU 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 Policy Area 04 Umbrella 01 Unit 672 Citation T007A M.R.S.A., Sect. 0000000206

Average Counts-All Positions 45.00 Legislative Count 45.00

### **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 six programs: Geological Survey, Natural Areas Program, Municipal Planning Assistance, Land Use Planning Commission, Floodplain Management, and Land for Maine's Future.

### **PROGRAM:**

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

Maine Natural Areas Program (MNAP): With landowner permission, MNAP inventories lands and maintains a cross-referenced data management system containing current and historic information about natural features. MNAP provides this information directly to land owners and land managers. MNAP also 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.

Municipal Planning Assistance Program provides technical assistance to organized

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

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 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.

The Land Use Planning Commission (LUPC) 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 LUPC land use controls impact many local economies as well as Maine residents and visitors.

The Floodplain Management program assists communities participating in the National Flood Insurance Program (NFIP) by providing workshops for local officials and other professional groups that focus on flood maps, interpreting ordinances and administering floodplain management requirements, and providing information about flooding to homeowners, businesses, lenders, realtors, surveyors, engineers and others.

### **LICENSES:**

Maine Geological Survey (mineral activity on State land):

- Exploration Permit
- Claim Recording Certificate
- Land Use Ruling
- Mining Leases on State Land
- 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 and 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 Invasive Plants Field Guide

Land Use Planning Commission:

- About Your LUPC Permit Brochure
- Accessory Structure Brochure
- Buying and Selling Property Brochure

Floodplain Management Program:

- Maine Floodplain Management Handbook

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE INFORMATION AND LAND USE PLANNING	TOTAL		SPECIAL		HIGHWAY	FEDERAL	MISC
	FOR	GENERAL	REVENUE	FUNDS			
EXPENDITURES	ALL FUNDS	FUND FUNDS	FUNDS	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,500,336	1,806,474	293,018			400,844	
HEALTH BENEFITS	870,482	601,040	119,311			150,131	
RETIREMENTS	589,339	423,838	74,731			90,770	
OTHER FRINGE BENEFITS	53,268	38,114	6,817			8,337	
COMPUTER SERVICES	32,188	6,460	24,496			1,232	
CONTRACTUAL SERVICES	293,820	116,200	69,617			108,003	
RENTS	66,720	50,766	9,852			6,102	
COMMODITIES	27,601	21,398	5,095			1,108	
GRANTS, SUBSIDIES, PENSIONS	432,863	162,897				269,966	
PURCHASE OF LAND	1,395,384						1,395,384
EQUIPMENT	22,993					17,413	5,580
TRANSFER TO OTHER FUNDS	56,545		24,895			31,650	
<b>TOTAL EXPENDITURES</b>	<b>6,341,539</b>	<b>3,227,187</b>	<b>627,832</b>			<b>1,085,556</b>	<b>1,400,964</b>

**MAINE MILK COMMISSION**  
**TIM DRAKE, EXECUTIVE DIRECTOR**

*Central Office* DEERING BLDG, 90 BLOSSOM LANE, 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, and subpoena and examine dealers under oath, 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 chairperson 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF PARKS AND LANDS ANDY CUTKO, BUREAU DIRECTOR

*Central Office* HARLOW BLDG., 18 ELKINS LANE, AUGUSTA, ME 04330  
*Mail Address* 22 STATE HOUSE STATION, AUGUSTA, ME 04333-0022 *FAX* (207) 287-6170  
*Established* 2013 *Telephone* (207) 287-4960  
*Reference Policy Area 04 Umbrella 01 Unit 670 Citation T00012 M.R.S.A., Sect. S000001802*  
*Average Counts-All Positions* 193.850 *Legislative Count* 107.50

### PURPOSE:

The Bureau of Parks and Lands (BPL) manages land, constructs and maintains outdoor recreation facilities, distributes information, develops and implements management plans, administers grants, and coordinates with other state and federal agencies that have related programs.

The Bureau manages forests, wildlife habitat, and recreational use on over 700,000 acres statewide. These lands include over 85,000 acres in 35 State Parks, the Allagash Wilderness Waterway and 13 state historic sites, and more than 629,000 acres of Public Lands. The State also holds more than 1 million acres of conservation, recreation, and public access easements, including lands along the Appalachian Trail, the Penobscot River Corridor, and large areas of working forest across northern Maine. In addition, the Bureau has jurisdiction over 2.3 million acres of submerged lands, 1,333 coastal islands, and 310 miles of former rail beds converted to multi-use trails. The Bureau also administers special programs related to boating access, navigational hazard marking, snowmobile and ATV trails, the Federal Land and Water Conservation Fund and Recreational Trail Program, and the Maine Conservation Corps.

### ORGANIZATION:

A director heads the Bureau. There are 6 regional offices -- 3 supervising the State Park system and 3 supervising the Public Reserved Lands system. In addition to staff that work on state parks and public lands, the central office includes 3 programs: Off-Road Vehicles, Boating Facilities, and Submerged Lands.

### PROGRAM:

State Parks and Historic Sites provided recreation and education opportunities to nearly 3 million visitors in calendar year 2018. The campground reservation program processed 21,110 reservations for state park campgrounds, contributing \$1,600,100 to the General Fund. The Maine State Park Pass Program also generated \$1,267,980 in revenue in calendar year 2018. In addition, \$377,860 was contributed to municipalities in fee sharing for calendar year 2018. The Off-Road Recreational Vehicle (ORV) Office rehabilitated 2 bridges, mowed 134 miles, brushed 11.6 miles of trail, and completed 1.38 miles of resurfacing on multi-use rail trails in FY19. ORV also awarded \$1,414 in disaster relief grants for catastrophic storm damage throughout the State.

The Public Lands program conducted sustainable forest management on 10,736 acres of the Bureau's 432,000 acres of working forestland, yielding 129,902 cords of wood. BPL also monitors nearly 100,000 acres of Ecological Reserves. BPL maintained its third-party forest certification through the Sustainable Forestry Initiative and the Forest Stewardship Council.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

The Planning, Acquisition and Special Services Program is currently involved in a 15-year management plan covering approximately 63,000 acres with three 5-year plan reviews. The program administered 288 camp lot leases, 10 sporting camp leases, and monitored 39 conservation easements in FY19.

The Grants and Community Recreation Program awarded \$837,008 in federal highway grants for 24 recreational trails program projects, and administered \$783,206 in 50 active Recreational Trail Program (RTP) projects during this period. The program also awarded \$763,055 for 4 new Land and Water Conservation Fund grants while administering \$2,186,470 in 19 active Land and Water Conservation Fund (LWCF) projects. The Maine Conservation Corps (MCC) is comprised of AmeriCorps members who undertake conservation projects while completing job readiness training and the achievement of personal development goals. In FY19, MCC administered \$432,444 in federal funds to accomplish conservation initiatives throughout the state. In calendar year 2018, 84 AmeriCorps members served 50,921.25 hours at 42 sites.

The Boating Facilities Program has provided plank and float grants to several towns. The Navigational Aids Program maintained over 2,400 buoys on 39 lakes and the Songo River. Maintenance crews continue to maintain the 151 Department of Agriculture, Conservation and Forestry (DACF) boat launch sites. The Program also oversees 150 swim line permits.

The Snowmobile Program awarded 462 club and municipal grants, as well as capital equipment grants, totaling \$4,606,283 for 13,394 miles of trail. The ATV Program awarded 130 club and municipal grants, totaling \$1,336,793 for 6,331 miles of ATV trail. The Submerged Lands Program processed 174 applications and issued 99 new leases and easements in Fiscal Year 2019.

### **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; and Maine State Comprehensive Outdoor Recreation Plan.

DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PARKS AND LANDS	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS		HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	FUND	FUNDS	FUNDS			
SALARIES & WAGES	7,642,338	4,342,986	3,259,308			40,044	
HEALTH BENEFITS	2,689,042	1,483,632	1,188,655			16,755	
RETIREMENTS	1,827,726	1,032,010	786,138			9,578	
OTHER FRINGE BENEFITS	141,031	75,615	64,539			877	
COMPUTER SERVICES	32,688	1,717	30,444			527	
CONTRACTUAL SERVICES	4,009,019	560,593	2,948,732			499,694	
RENTS	1,066,501	277,741	784,376			4,384	
COMMODITIES	963,879	178,935	784,369			575	
GRANTS, SUBSIDIES, PENSIONS	7,921,207		6,110,569			1,810,638	
BUILDING IMPROVEMENTS			25,956				
EQUIPMENT	3,259,781	122,000	3,137,781				
TRANSFER TO OTHER FUNDS	448,439		426,709			21,730	
<b>TOTAL EXPENDITURES</b>	<b>30,027,607</b>	<b>8,075,229</b>	<b>19,547,576</b>			<b>2,404,802</b>	

**BOARD OF PESTICIDES CONTROL**

**MEGAN PATTERSON, DIRECTOR**

*Central Office* DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 624-5020  
*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 the public from unintended impacts. The primary responsibilities of the Board are to: register all pesticide products sold and used in Maine; examine and license persons involved in the commercial and agricultural application of pesticides, as well as pesticide distributors; promulgate appropriate regulations regarding pesticide distribution and use; investigate complaints arising from the use of pesticides; ensure compliance with state and federal pesticide laws; cooperate with other agencies in environmental monitoring and protection; and promote the principles and the implementation of integrated pest management and other science-based technology to minimize pesticides overuse.

**ORGANIZATION:**

The Board of Pesticides Control is comprised of seven members appointed by the Governor for four-year terms: one person with practical experience and knowledge regarding the agricultural use of chemicals; one person who has practical experience and knowledge regarding the use of chemicals in forest management; one person from the medical community; a scientist from the University of Maine System having practical experience and expertise in integrated pest management; one commercial applicator; and two persons appointed to represent the public from different geographic areas of the State.

**PROGRAM:**

**Product Registration:** All pesticides distributed in the State must be registered with the Board. Labels are reviewed for each product, and health and environmental study data is reviewed as needed. Registration fees fund Board operating costs, the State Horticulture Program, Integrated Pest Management Program, State Apiarist, and University of Maine Cooperative Extension programs.

**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.

**Compliance:** The Board, through its inspectors, monitors the sale and application

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

of pesticides, investigates complaints of misuse, and enforces pesticide laws.

**Public Health and Resource Impacts:** 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, monitors ground and surface water, and administers an obsolete pesticide collection program.

**Outreach and Education:** The Board provides information to the public through websites, publications, and trainings 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
- Spray Contracting Firms

### CERTIFICATES:

- Bt Corn Certification
- 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## PULL EVENTS COMMISSION MILES GREENLEAF, CLERK OF THE BOARD

*Central Office* DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-7548  
*Established* 1988 *Telephone* (207) 287-7535  
*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 ox and horse pull event 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 ten-member Pull Events Commission is composed of: two members appointed by a statewide association representing owners of draft horses and oxen who participate in pulling events; one member appointed by a statewide association representing owners of oxen who participate in pulling events; one member appointed by a statewide farmers association representing owners of draft horses who participate in pulling events; one member appointed by a statewide farmers association representing owners of draft oxen who participate in pulling events; one fair superintendent appointed by the Commissioner of Agriculture, Conservation and Forestry; one member appointed by a state association of agricultural fairs; one representative appointed by state humane organizations; one member, appointed by the Commissioner of Agriculture, Conservation and Forestry, representing the general public; and one member appointed by the Animal Welfare Advisory Council.

## DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

### **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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **(OFFICE OF) SEALER OF WEIGHTS AND MEASURES CELESTE J. POULIN, PROGRAM MANAGER**

*Central Office* DEERING BLDG, 90 BLOSSOM LANE, AUGUSTA, ME 04333-0028  
*Mail Address* 28 STATE HOUSE STATION, AUGUSTA, ME 04333-0028 *FAX* (207) 287-5576  
*Established* 1939 *Telephone* (207) 287-3841  
*Reference Policy Area* 04 *Umbrella* 01 *Unit* 005 *Citation* T0010 *M.R.S.A., Sect.* 000002401

### **PURPOSE:**

The Weights and Measures Program maintains 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 also provides traceability of the State's standards to the national standards and ensures 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 Director of the Division of Quality Assurance and Regulation serves as Deputy State Sealer.

### **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, 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 parking meters, licensing of fuel meter and scale technicians, weighmasters, and gasoline testing for quality.

National Institute of Standards and Technology standards of weights and measures are maintained in the state through Maine's own Metrology Lab located in Augusta.

### **LICENSES:**

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

### **PUBLICATIONS:**

Laws pertaining to Maine Weights and Measures



DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

Established Fees for Testing Weighing and Measuring Devices  
Wood Measurement Rules

**FINANCES, FISCAL YEAR 2019:** 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**

**AARON M. FREY, ATTORNEY GENERAL**

*Central Office* BURTON CROSS BUILDING 6 FLOOR, AUGUSTA, ME 04333-0006  
*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  
*Average Counts-All Positions* 315.500 *Legislative Count* 315.50  
*Units:*

*DISTRICT ATTORNEYS*

*VICTIMS' COMPENSATION BOARD*

*OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE*

**PURPOSE:**

The Attorney General is the chief legal officer for the State. All litigation involving the State must be prosecuted or defended under the direction of the Attorney General unless the Attorney General otherwise approves in writing. The Office (a) appears in all civil actions and proceedings in which the State is a party; (b) directs the investigation and prosecution of homicides and other major crimes, including major drug cases and frauds against the State; (c) renders legal services to State officers, boards and commissions in matters relating to their official duties; (d) issues written opinions upon questions of law submitted pursuant to statute; (e) administers and enforces the State's unfair trade practices and antitrust laws; (f) enforces proper application of endowments to public trusts and charities; and (g) consults with and advises 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. Section 191 with the Attorney General as its chief executive. The Office consists of ten operating divisions that 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, 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 prosecutes major drug cases across the State; prosecutes white collar and financial crimes, welfare fraud, Medicaid fraud, computer crimes, tax crimes, and securities violations; and brings 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 enforcement matters. The Health and Human Services Division represents all other offices within DHHS in complex litigation in state and federal courts, in contract and rule review, in administrative hearings and in providing routine legal advice. 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 public health and safety.

The Professional and Financial Regulation Division represents the Department of Professional & Financial Regulation, which includes the Bureaus of Insurance,

**DEPARTMENT OF THE ATTORNEY GENERAL**

Financial Institutions and Consumer Credit Protection, the Office of Securities and numerous professional and occupational licensing boards. It also represents the Property Tax Review 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 judicial enforcement actions and appeals of agency actions. It also provides legal advice to client agencies on a wide variety of issues including administrative decision-making, rulemaking, constitutional law, property law, contract law and enforcement of judgments, 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, Corrections, 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 Team Project and Victims Compensation program.

**FINANCES, FISCAL YEAR 2019:** 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
SALARIES & WAGES	21,951,397	12,448,940	8,710,937		791,520	
HEALTH BENEFITS	6,023,786	3,351,919	2,410,300		261,567	
RETIREMENTS	5,535,067	3,213,937	2,074,992		246,138	
OTHER FRINGE BENEFITS	506,769	273,151	209,862		23,756	
COMPUTER SERVICES	69,856	36,492	25,843		7,521	
CONTRACTUAL SERVICES	3,151,336	1,041,640	1,449,018		660,678	
RENTS	250,119	69,541	158,084		22,494	
COMMODITIES	321,611	197,863	111,042		12,706	
GRANTS, SUBSIDIES, PENSIONS			57,498		-57,498	
EQUIPMENT	107,288	93,818			13,470	
TRANSFER TO OTHER FUNDS	569,916		509,793		60,123	
<b>TOTAL EXPENDITURES</b>	<b>38,487,145</b>	<b>20,727,301</b>	<b>15,717,369</b>		<b>2,042,475</b>	

DEPARTMENT OF THE ATTORNEY GENERAL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	20,729,369	11,381,866	8,588,609		758,894	
HEALTH BENEFITS	5,704,340	3,088,971	2,365,103		250,266	
RETIREMENTS	5,228,283	2,943,922	2,046,057		238,304	
OTHER FRINGE BENEFITS	478,393	248,088	207,189		23,116	
COMPUTER SERVICES	48,545	33,151	7,873		7,521	
CONTRACTUAL SERVICES	1,393,645	474,664	831,467		87,514	
RENTS	236,161	55,583	158,084		22,494	
COMMODITIES	264,840	147,079	109,295		8,466	
GRANTS, SUBSIDIES, PENSIONS			57,498		-57,498	
EQUIPMENT	93,818	93,818				
TRANSFER TO OTHER FUNDS	538,861		484,971		53,890	
<b>TOTAL EXPENDITURES</b>	<b>34,716,255</b>	<b>18,467,142</b>	<b>14,856,146</b>		<b>1,392,967</b>	

**DISTRICT ATTORNEYS**  
**AARON M. FREY, ATTORNEY GENERAL**

Central Office BURTON CROSS BUILDING 6 FLOOR, AUGUSTA, ME 04333-0006  
 Mail Address 6 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX (207) 287-3145  
 Established 1974 Telephone (207) 626-8800  
 Reference Policy Area 06 Umbrella 26 Unit 239D Citation T0005 M.R.S.A., Sect. 000000199

## DEPARTMENT OF THE ATTORNEY GENERAL

### **PURPOSE:**

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

### **ORGANIZATION:**

The State is divided into eight prosecutorial Districts each headed by a District Attorney.

Dist.1 York - Kathryn Slattery, District Attorney;  
Dist.2 Cumberland - Jonathan Sahrbeck, District Attorney;  
Dist.3 Oxford, Franklin, Androscoggin - Andrew Robinson, District Attorney;  
Dist.4 Kennebec, Somerset - Maeghan Maloney, District Attorney;  
Dist.5 Penobscot, Piscataquis - Marianne Lynch, District Attorney;  
Dist.6 Sagadahoc, Knox, Lincoln, Waldo - Natasha Irving, District Attorney;  
Dist.7 Hancock, Washington - Matthew Foster, 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 2019:** 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* 30A HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 37 STATE HOUSE STATION, AUGUSTA, ME 04333-0037 *FAX* (207) 624-7178  
*Established* 1967 *Telephone* (207) 624-7180  
*Reference Policy Area* 06 *Umbrella* 26 *Unit* 242 *Citation* T0022 *M.R.S.A., Sect.* 000003022  
*Average Counts-All Positions* 12.500 *Legislative Count* 12.50

### **PURPOSE:**

The Office of Chief Medical Examiner is headed by the Chief Medical Examiner, who is appointed by the Governor for a term of seven years. The Office is responsible for determining the cause and manner of death in all deaths that cannot be certified by private physicians. Medical examiner cases include: deaths due to trauma or poisoning, unexplained deaths of children under the age of three, and deaths occurring under suspicious circumstances. When there is no private physician available to certify a death, even if apparently due to natural causes, the Chief Medical Examiner by law assumes responsibility for certifying cause of death.

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

### **ORGANIZATION:**

The Office has 12.5 employees, consisting of 1 Chief Medical Examiner, 1 Deputy Chief Medical Examiner, 1 Office Administrator, 2 Medicolegal Death Investigators, 1 Director of Lab and Mortuary Operations, 2 Medical Examiner Assistants, 1 Planning and Research Associate II, 3 OCME Planning and Research Associate I positions, and a part-time federally funded Records Analyst.

### **PROGRAM:**

Investigations include extensive interactions with law enforcement officers, scene visits, review of medical records, and telephone interviews with family and physicians, as well as external examination of bodies, autopsy, toxicology and

DEPARTMENT OF THE ATTORNEY GENERAL

other laboratory tests.

The Office monitors cases to identify public health related concerns and to report contagious and infectious disease deaths to the Maine Center for Disease Control and Prevention. Additionally, the Office continuously conducts surveillance for drugs, elder and minor abuse and neglect, and other public health matters related to violent deaths and suicides.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,099,700	1,067,074			32,626	
HEALTH BENEFITS	274,249	262,948			11,301	
RETIREMENTS	277,848	270,015			7,833	
OTHER FRINGE BENEFITS	25,703	25,063			640	
COMPUTER SERVICES	20,983	3,341	17,642			
CONTRACTUAL SERVICES	933,634	566,976	9,689		356,969	
RENTS	13,958	13,958				
COMMODITIES	55,024	50,784			4,240	
EQUIPMENT	13,470				13,470	
TRANSFER TO OTHER FUNDS	1,496		1,496			
<b>TOTAL EXPENDITURES</b>	<b>2,716,065</b>	<b>2,260,159</b>	<b>28,827</b>		<b>427,079</b>	

**VICTIMS' COMPENSATION BOARD  
DR. AMY MADDEN, CHAIR**

*Central Office* BURTON CROSS BUILDING 6 FLOOR, AUGUSTA, ME 04333-0006  
*Mail Address* 6 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-3145  
*Established* 1992 *Telephone* (207) 626-8589  
*Reference Policy Area* 06 *Umbrella* 26 *Unit* 550 *Citation* T0005 *M.R.S.A., Sect.* 000003360A  
*Average Counts-All Positions* 3.000 *Legislative Count* 3.00

**PURPOSE:**

To assist victims of violent crime with medical and medically - related expenses.

**ORGANIZATION:**

The Victims' Compensation Board consists of three members appointed by the Attorney General: a physician licensed to practice in Maine, an attorney licensed to practice in Maine, and an individual experienced in working with victims of crime.

**PROGRAM:**

The Board reviews claims and determines compensation, up to \$15,000, of documented losses incurred by victims of violent crime. In FY 2019, the Board received 249 new compensation cases. Additionally, Maine hospitals filed 263 claims for reimbursement for forensic examinations for victims of gross sexual assault. Payments for forensic examinations were \$174,084.35. Payments of direct victim-related claims were \$637,595.83. Total payments were \$811,680.18. The Board provided assistance to 512 individuals and families during the period. Funding comes from assessments on convicted Maine criminals and federal matching funds.

**PUBLICATIONS:**

An informational pamphlet - free

DEPARTMENT OF THE ATTORNEY GENERAL

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

VICTIMS' COMPENSATION BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	122,328		122,328			
HEALTH BENEFITS	45,196		45,196			
RETIREMENTS	28,935		28,935			
OTHER FRINGE BENEFITS	2,673		2,673			
COMPUTER SERVICES	328		328			
CONTRACTUAL SERVICES	824,057		607,862		216,195	
COMMODITIES	1,746		1,746			
TRANSFER TO OTHER FUNDS	29,558		23,325		6,233	
<b>TOTAL EXPENDITURES</b>	<b>1,054,821</b>		<b>832,393</b>		<b>222,428</b>	

OFFICE OF THE STATE AUDITOR

**OFFICE OF THE STATE AUDITOR**

**POLA BUCKLEY, CPA, CISA, STATE AUDITOR**

**B. MELISSA PERKINS, CPA, DEPUTY STATE AUDITOR**

*Central Office* 187-189 STATE STREET, AUGUSTA, ME 04330

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

*Established* 1883

*Telephone* (207) 624-6250

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

*Average Counts-All Positions* 37,000

*Legislative Count* 37.00

Units:

*AUDIT BUREAU*

*UNORGANIZED TERRITORY*

**PURPOSE:**

The Office of the State Auditor (OSA) 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 financial and compliance audits of 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 of the Municipal Cost Components and the Unorganized Territory Education and Services Fund is performed.

In addition, the Office receives complaints from persons alleging fraud, waste, inefficiency, or abuse in state government, and either investigates further or refers the complaint to other State agencies for investigation. The State Auditor prepares and publishes quarterly and semi-annual fraud reports for distribution to the Governor and Legislature. The State Auditor must 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.

As a convenience to citizens, the annual audited financial statements of all counties and municipalities are available on the OSA website. These are prepared by other Certified Public Accountants. Copies of county budgets are also available on the OSA website. See [Maine.gov/audit](http://Maine.gov/audit).

**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. 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 perform the duties and responsibilities outlined primarily, but not exclusively, in Title 5 MRSA Chapter 11.

In 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by a joint ballot of the Legislature for a term of four years.

In 1987, during the term of Rodney L. Scribner, Certified Public Accountant (CPA), 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 consistent 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.

**OFFICE OF THE STATE AUDITOR**

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.

In 2013, the name of the Department of Audit changed to the Office of the State Auditor. This change is consistent with Public Law Chapter 16 of the 126th Legislature.

In 2015, funds were first appropriated to give emphasis to information technology auditing.

**PROGRAM:**

The programs of the Office are implemented through its Bureaus.

**PUBLICATIONS:**

The following Reports can be found at [www.maine.gov/audit](http://www.maine.gov/audit):

- Single Audit Report
- Unorganized Territory Annual Report
- Unorganized Territory Municipal Cost Components Report
- Semi-Annual Fraud Report
- Quarterly Fraud Report (Provides more detail than the Semi-Annual Fraud Report)
- Other Reports

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
SALARIES & WAGES	2,067,429	885,206	1,182,223			
HEALTH BENEFITS	639,324	256,522	382,802			
RETIREMENTS	546,213	242,025	304,188			
OTHER FRINGE BENEFITS	43,063	18,292	24,771			
COMPUTER SERVICES	118,276	21,178	97,098			
CONTRACTUAL SERVICES	123,640	25,022	98,618			
RENTS	1,043	500	543			
COMMODITIES	29,431	5,907	23,524			
GRANTS, SUBSIDIES, PENSIONS	16,606		16,606			
TRANSFER TO OTHER FUNDS	79,351		79,351			
<b>TOTAL EXPENDITURES</b>	<b>3,664,376</b>	<b>1,454,652</b>	<b>2,209,724</b>			

**AUDIT BUREAU**

**B. MELISSA PERKINS, CPA, DEPUTY STATE AUDITOR**

*Central Office* 187-189 STATE STREET, AUGUSTA, ME 04330  
*Mail Address* 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 *FAX* (207) 624-6273  
*Established* 1907 *Telephone* (207) 624-6250  
*Reference Policy Area* 00 *Umbrella* 27 *Unit* 244D *Citation* T0005 *M.R.S.A., Sect.* 000000243  
*Average Counts-All Positions* 35.000 *Legislative Count* 35.00

**PURPOSE:**

The purpose of the Audit 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 Office 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 Audit Bureau serves the Governor, the Legislature and its committees by studying systems of internal control for the purpose of safeguarding assets,



OFFICE OF THE STATE AUDITOR

verifying accounts, and identifying costs savings or additional revenues to the General Fund.

ORGANIZATION:

The Audit Bureau performs the State of Maine's annual Single Audit administered by the State Auditor. The Bureau's auditors have in-depth knowledge of State government operations and many hold professional certifications including Certified Public Accountant (CPA) and Certified Information Systems Auditor (CISA). Several members of the Bureau's staff hold graduate degrees, some in addition to CPA and CISA certifications. Other members of the Bureau's staff are Certified Internal Auditors or Certified Fraud Examiners.

PROGRAM:

The primary goal of the Audit 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 the Federal Uniform Guidance. 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 prepared by the Office of the State Controller. These basic financial statements are included in Maine's Comprehensive Annual Financial Report. In addition, the Bureau will audit approximately 80 percent of the \$2.9 billion received by the State in fiscal year 2019 in the form of federal financial assistance. Federal programs are audited to ensure that state and federal funds are expended properly and that these funds are administered in accordance with both state and federal laws and regulations.

PUBLICATIONS:

The following Reports can be found at www.maine.gov/audit:
Single Audit Report - Uniform Guidance
Semi-Annual Fraud Report
Quarterly Fraud Report (Provides more detail than the Semi-Annual Fraud Report)
Other Reports

FINANCES, FISCAL YEAR 2019: The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

Table with columns: AUDIT BUREAU, TOTAL FOR ALL FUNDS, GENERAL FUND, SPECIAL REVENUE FUNDS, HIGHWAY FUND, FEDERAL FUNDS, MISC FUNDS. Rows include SALARIES & WAGES, HEALTH BENEFITS, RETIREMENTS, etc.

UNORGANIZED TERRITORY
SHAYNE WHITE, CPA, FISCAL ADMINISTRATOR

Central Office 187-189 STATE STREET, AUGUSTA, ME 04330
Mail Address 66 STATE HOUSE STATION, AUGUSTA, ME 04333-0066 FAX (207) 624-6273
Established 1985 Telephone (207) 624-6250
Reference Policy Area 00 Umbrella 27 Unit 244U Citation T0005 M.R.S.A., Sect. 000000246
Average Counts-All Positions 2,000 Legislative Count 2.00

PURPOSE:

The Fiscal Administrator of the Unorganized Territory provides information and assistance to the Legislature, the Unorganized Territory taxpayers, and state and

**OFFICE OF THE STATE AUDITOR**

county offices that request funds for providing services to 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 (UT). 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.

**PUBLICATIONS:**

The following Reports can be found at [www.maine.gov/audit](http://www.maine.gov/audit):  
 Unorganized Territory Annual Report  
 Unorganized Territory Municipal Cost Components Report

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

UNORGANIZED TERRITORY	<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	93,916		93,916			
HEALTH BENEFITS	24,965		24,965			
RETIREMENTS	26,482		26,482			
OTHER FRINGE BENEFITS	2,163		2,163			
COMPUTER SERVICES	6,768		6,768			
CONTRACTUAL SERVICES	22,936		22,936			
RENTS	377		377			
COMMODITIES	6,115		6,115			
GRANTS, SUBSIDIES, PENSIONS	16,606		16,606			
TRANSFER TO OTHER FUNDS	6,897		6,897			
<b>TOTAL EXPENDITURES</b>	<b>207,225</b>		<b>207,225</b>			

DEPARTMENT OF CORRECTIONS

**DEPARTMENT OF CORRECTIONS**  
**RANDALL LIBERTY, COMMISSIONER**  
**RYAN THORNELL, DEPUTY COMMISSIONER**

*Central Office* 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
*Mail Address* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX* (207) 287-4370  
*Established* 1981 *Telephone* (207) 287-4360  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 201 *Citation* T0034A *M.R.S.A., Sect.* 000001202  
*Average Counts-All Positions* 1254.906 *Legislative Count* 1251.50

**Units:**

*BOLDUC CORRECTIONAL FACILITY*  
*COUNTY JAIL OPERATIONS*  
*MAINE CORRECTIONAL CENTER*  
*DOWNEAST CORRECTIONAL FACILITY*  
*JUVENILE JUSTICE ADVISORY GROUP*  
*JUVENILE COMMUNITY CORRECTIONS*

*LONG CREEK YOUTH DEVELOPMENT CENTER*  
*MOUNTAIN VIEW CORRECTIONAL FACILITY*  
*STATE PAROLE BOARD*  
*STATE PRISON*  
*DIVISION OF PROBATION AND PAROLE*  
*OFFICE OF VICTIM SERVICES*

**PURPOSE:**

The Department of Corrections is responsible for the planning, direction and management of adult and juvenile correctional facilities, community corrections and other correctional programs within the State. The Department administers the State's correctional facilities, provides for the safety of staff and clients, undertakes appropriate programming for the classification, education, rehabilitation and maintenance of clients and assures an effective system for the supervision of parolees and probationers. The Department is responsible for the direction and administration of the Maine State Prison, the Maine Correctional Center including the Southern Maine Reentry Center, the Long Creek Youth Development Center, Mountain View Correctional Facility including the former Charleston Correctional Facility, the former Downeast Correctional Facility, and the Bolduc Correctional Facility. 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 2015, the Department re-purposed the Mountain View Youth Development Center from housing mostly juveniles to an adult treatment facility, consolidating adjudicated juveniles to the Long Creek Youth Development Center. The Mountain View facility now only houses a small population of detained juveniles and the remainder of the facility is incarcerated adults. The treatment options at Mountain View include young adult offender programming, substance abuse treatment, sex offender treatment and assisted living.

**PROGRAM:**

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

**JAIL INSPECTIONS** - the Department has the statutory responsibility to establish, inspect and enforce standards for county jails, municipal holding facilities, juvenile detention areas, correctional community residential and electronic monitoring. These standards are based on established and emerging professional practices and case law requirements. Additionally, the Department provides

**DEPARTMENT OF CORRECTIONS**

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 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 Federal Communications Commission's standardized rates.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	65,239,691	64,961,514	134,106		47,579	96,492
HEALTH BENEFITS	24,784,634	24,674,165	57,297		17,213	35,959
RETIREMENTS	20,362,079	20,279,886	40,195		11,805	30,193
OTHER FRINGE BENEFITS	1,405,773	1,399,596	2,900		1,046	2,231
COMPUTER SERVICES	3,271,634	3,219,032	46,140		485	5,977
CONTRACTUAL SERVICES	38,499,227	37,063,268	206,557		493,852	735,550
RENTS	2,145,030	2,123,448	13,775		610	7,197
COMMODITIES	11,681,930	11,122,188	179,497		58,209	322,036
GRANTS, SUBSIDIES, PENSIONS	21,758,138	21,394,302	271,205		92,631	
BUILDING IMPROVEMENTS	1,098,137	1,098,137				
EQUIPMENT	144,651	144,651				
INTEREST-DEBT RETIREMENT	53,839	53,839				
TRANSFER TO OTHER FUNDS	44,493		11,345		8,268	24,880
<b>TOTAL EXPENDITURES</b>	<b>190,489,256</b>	<b>187,534,026</b>	<b>963,017</b>		<b>731,698</b>	<b>1,260,515</b>

DEPARTMENT OF CORRECTIONS	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,269,292	2,992,475	134,106		46,219	96,492
HEALTH BENEFITS	1,104,584	994,115	57,297		17,213	35,959
RETIREMENTS	1,551,165	1,468,972	40,195		11,805	30,193
OTHER FRINGE BENEFITS	69,822	63,661	2,900		1,030	2,231
COMPUTER SERVICES	3,104,832	3,098,370			485	5,977
CONTRACTUAL SERVICES	31,610,488	30,531,214	87,270		256,454	735,550
RENTS	92,210	84,403			610	7,197
COMMODITIES	5,362,270	5,035,414			4,820	322,036
GRANTS, SUBSIDIES, PENSIONS	92,631				92,631	
BUILDING IMPROVEMENTS	1,098,137	1,098,137				
EQUIPMENT	144,651	144,651				
INTEREST-DEBT RETIREMENT	53,839	53,839				
TRANSFER TO OTHER FUNDS	36,239		5,534		5,825	24,880
<b>TOTAL EXPENDITURES</b>	<b>47,590,160</b>	<b>45,565,251</b>	<b>327,302</b>		<b>437,092</b>	<b>1,260,515</b>

**BOLDUC CORRECTIONAL FACILITY  
 RUSSELL WORCESTER, DIRECTOR  
 RANDALL LIBERTY, 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 T0034A M.R.S.A., Sect. 0000004201  
 Average Counts-All Positions 54.000

FAX (207) 273-5124  
 Telephone (207) 273-5123  
 Legislative Count 54.00

**DEPARTMENT OF CORRECTIONS**

**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 226 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.

Currently BCF is supporting both the prison and its own kitchen with fresh produce and beef from the farm that is currently continuing in full operation.

**PROGRAM:**

Services include behavioral health and substance abuse programming that is offered through contracted medical provider Well Path (WP), education programs and vocational programming. Case management services are provided to all prisoners. Case management 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 case managers 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 facility's Community Programs Coordinator works with all arenas in the local area to place offenders on work release with local employers and also in volunteer roles for Maine Department of Transportation, Camden Hills State Park, Rockland Transfer station, Rockland Public Works, Rockland Harbor Master, and the towns of Union and Warren.

Educational programs at the prison include Adult Basic Education, High School equivalency, and college education. Vocational programs include Building Trades, Agriculture, and Automotive certifications. Other programs and activities, such as typing, computer science, music, literature, writing, art, horticulture, composting, recycling, Long Distance Dad's, Thinking for a Change, self-reflective challenge programs, and languages provide additional choices. Religious services are provided by ordained clergy who support a varied faith group base. The SAFE 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.

Industrial programs offer a variety of paying jobs which include plate 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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOLDUC CORRECTIONAL FACILITY EXPENDITURES	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
SALARIES & WAGES	2,925,330	2,925,330				
HEALTH BENEFITS	1,118,375	1,118,375				
RETIREMENTS	882,020	882,020				
OTHER FRINGE BENEFITS	62,882	62,882				
COMPUTER SERVICES	219	219				
CONTRACTUAL SERVICES	221,070	183,083	37,987			
RENTS	115,676	115,676				
COMMODITIES	327,215	260,301	66,914			
TRANSFER TO OTHER FUNDS	835	835				
<b>TOTAL EXPENDITURES</b>	<b>5,653,622</b>	<b>5,547,886</b>	<b>105,736</b>			

DEPARTMENT OF CORRECTIONS

COUNTY JAIL OPERATIONS

RANDALL LIBERTY, COMMISSIONER  
RYAN THORNELL, DEPUTY COMMISSIONER

Central Office 25 TYSON DRIVE, AUGUSTA, ME 04333

Mail Address 111 SHS, AUGUSTA, ME 04333

Established 2016

Reference Policy Area 06 Umbrella 03 Unit 201C Citation T0034-A M.R.S.A., Sect. 00001210-D

FAX (207) 287-4370

Telephone (207) 287-4360

**PURPOSE:**

Provide funding to the county jails of Maine.

**ORGANIZATION:**

The program was established to provide funding support for the operations of the county jails in Maine.

**PROGRAM:**

The program distributes annual payments for the support of the county jails.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COUNTY JAIL OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	18,713,309	18,442,104	271,205			
TOTAL EXPENDITURES	18,713,309	18,442,104	271,205			

MAINE CORRECTIONAL CENTER

SCOTT LANDRY, SUPERINTENDENT  
RANDALL LIBERTY, COMMISSIONER

Central Office 17 MALLISON FALLS ROAD, SO. WINDHAM, ME 04062

Mail Address 17 MALLISON FALLS ROAD, SO. WINDHAM, ME 04062

Established 1919

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

Average Counts-All Positions 293.488

FAX (207) 893-7001

Telephone (207) 893-7000

Legislative Count 293.00

**PURPOSE:**

It is the mission of the Maine Correctional Center to improve public safety by decreasing the likelihood that incarcerated men and women will reoffend once released back into their communities. This is supported by providing opportunities for correctional rehabilitation in a setting that assures the safety of the public, the staff, and the incarcerated population and through the utilization of objective risk and needs assessment, professional practices, and evidence-based programming.

While striving to complete this mission, the Maine Correctional Center recognizes the indispensable and valuable contributions of its security, programs, and support staff and is committed to the ongoing development of a professional and skilled work force with high ethical standards.

This mission is accomplished through the Maine Correctional Center's responsibility as the Department of Corrections' (DOC) primary reception center, and the utilization of professional correctional practices, objective risk assessment and research-based rehabilitation programs, which have been proven to reduce the likelihood that an offender will re-offend.

Throughout their Maine Correctional Center commitment, prisoners are expected to accept increasing levels of personal responsibility for their conduct and for

## DEPARTMENT OF CORRECTIONS

successful participation in rehabilitative programs. They are strongly encouraged to participate in the programs that will teach skills to assist them in being successful upon release and to overcome obstacles to their success. The Maine Correctional Center also strives to have incarcerated men and women recognize their family obligations and to plan for a successful reentry into their communities. Maine Correctional Center is generally designated as a medium security institution with a maximum-security capability for short duration confinement. The Women's Center and Southern Maine Women's Re-Entry Center are separate, comprehensive housing and programming units.

### **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. Unit One is primarily a medium custody housing area and includes the Department's forty (40) bed Correctional Recovery Center (CRC) which provides intensive residential substance abuse treatment. The Unit's mission is to serve as a general population housing unit for prisoners who present higher custody and security issues. Its programming and focus are on behavioral stability, followed by risk reduction. Unit Two is primarily a medium custody housing area with a small population of minimum custody prisoners. Programs in Unit Two include 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, and is under the oversight of the Director of Women's Operations.

Dorm 3, which has the capacity to house 24 inmates, serves as a preparatory housing dorm for inmates waiting to transfer into one of the MDOC's two residential substance use programming units. The goal of the dorm is to have these inmates develop individual case and treatment plans, participate in programmatic outreach and education, and engage in some fundamental programming aimed at increasing motivation, engagement, and maximizing chances for success at the residential programs and on-going recovery while incarcerated and in the community.

The Southern Maine Re-Entry Center (SMRC) provides women with four years or less left on their sentence with the skills, opportunities, experience and support they need to successfully live as positive citizens and employees after they transition from state correctional facilities into their home communities. The Center is under the oversight of the Director of Women's Operations. Recognize that women offenders have unique pathways to their crimes, the Center assesses and provides programs with a gender responsive and trauma informed approach.

The Southern Maine Women's Re-Entry Center focuses on educational and vocational opportunities and growth, while encouraging the reunification and development of family and natural supports. An emphasis is placed on reducing their risks of reoffending and on increasing their positive outcomes.

The Maine Correctional Center in Windham received re-accreditation in January 2018 by the American Correctional Association.

### **PROGRAM:**

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. Industry programs in upholstery, wood construction and garments provide basic work skills. Education programs include Hi-Set preparation and testing, as well as Adult Basic Education and college education. Vocational training offers building trades, graphic arts and computer repair. Medical, mental health and psychiatry services are available to all prisoners through a contract with Wellpath. Prisoners are assigned to a unit team which monitors prisoner adjustment to case management and transition/release planning. The substance use programs for both men and women are provided through a partnership with Wellpath.

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

DEPARTMENT OF CORRECTIONS

its mission to improve community safety by teaching personal responsibility, involving prisoners in rehabilitation programs and lowering recidivism.

The Southern Maine Women's Re-Entry Center provides a minimum/community, secure facility housing for prisoners cleared for community work release and work crews. The facility is in Windham and is supervised through Adult Community Corrections. SMWRC currently has a rated capacity of 100. SMWRC provides structure, supervision and security to prisoners during the transition from incarceration to release. Residents participate in community re-entry programs (work release, education release, public service release, family reunification), and utilize community services (counseling, substance use treatment, educational, and social services), while presenting a minimum risk to the public's safety and property. SMWRC uses a variety of gender responsive approaches to achieve their goals.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>GENERAL FUND</b>	<b>FUNDS</b>			
SALARIES & WAGES	14,866,697	14,866,697				
HEALTH BENEFITS	5,757,481	5,757,481				
RETIREMENTS	4,541,283	4,541,283				
OTHER FRINGE BENEFITS	318,170	318,170				
COMPUTER SERVICES	33,574		17,968			
CONTRACTUAL SERVICES	1,177,427	1,132,096	45,331			
RENTS	222,155	218,380	3,775			
COMMODITIES	1,633,165	1,551,425	81,740			
TRANSFER TO OTHER FUNDS	4,180		4,180			
<b>TOTAL EXPENDITURES</b>	<b>28,554,132</b>	<b>28,403,500</b>	<b>150,632</b>			

**DOWNEAST CORRECTIONAL FACILITY**  
**RANDALL LIBERTY, COMMISSIONER**  
**RYAN THORNELL, DEPUTY COMMISSIONER**

Central Office 64 BASE ROAD, MACHIASPORT, ME 04655  
 Mail Address 64 BASE ROAD, MACHIASPORT, ME 04655 FAX (207) 287-4370  
 Established 1984 Telephone (207) 287-4360  
 Reference Policy Area 06 Umbrella 03 Unit 220 Citation T0034A M.R.S.A., Sect. 000003901

**PURPOSE:**  
 Facility was closed in fiscal year 2018

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>GENERAL FUND</b>	<b>FUNDS</b>			
CONTRACTUAL SERVICES	93,618	93,618				
<b>TOTAL EXPENDITURES</b>	<b>93,618</b>	<b>93,618</b>				

**JUVENILE JUSTICE ADVISORY GROUP**  
**JAY PENNELL, JJAG SPECIALIST**  
**RANDALL LIBERTY, COMMISSIONER**

Central Office 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
 Mail Address 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 FAX (207) 287-4370  
 Established 1979 Telephone (207) 287-1923  
 Reference Policy Area 06 Umbrella 03 Unit 201J Citation T0034A M.R.S.A., Sect. 000001209



## DEPARTMENT OF CORRECTIONS

### **PURPOSE:**

The Juvenile Justice Advisory Group (JJAG) was created in response to the federal Juvenile Justice and Delinquency Prevention Act of 1974, as amended (JJJPA). JJJPA created a voluntary partnership between states and the federal government for the purpose of improving the administration of juvenile justice. In return for an annual formula grant, based on the state's juvenile population, each state undertakes to meet four congressionally defined standards ("Core" Requirements) for the management of juvenile offenders. These core requirements relate to: 1) the handling of status offenders; 2) the separation of juvenile from adult 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 (T0034A M.R.S.A., Sect.: 0000001209). Since July 1, 1982, the Department of Corrections (DOC) has acted as the JJAG's administrative and fiscal agent.

As provided by the Act, the JJAG consists of not less than 15 and not more than 33 representatives of various constituencies concerned with juvenile justice and related areas, including: units of local government; public agencies responsible for law enforcement, juvenile justice, corrections, probation, and the juvenile courts; and those responsible for delinquency prevention or treatment, including welfare, social services, mental health, education, and youth services; private organizations concerned with delinquency prevention or treatment, neglected or dependent children, and the quality of juvenile justice, education, and social services for children, public and private agencies that utilize volunteers to work with delinquents or potential delinquents; businesses and business groups employing youth; and persons with special experience and competency in addressing the problem of school violence, vandalism, and learning disabilities.

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

### **PROGRAM:**

The JJAG and its committees advocate for youth through recommendations for legislative and policy reform, monitor state compliance with federal requirements, and provide technical assistance to jurisdictions needing support for compliance or program development efforts.

The federal allocation for Maine Juvenile Justice and Delinquency Prevention Program for federal fiscal year 2019 was \$397,763. 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 as the pass-through of federal funds from the Title V Local Delinquency Prevention Program was cancelled by Congress.

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 also cancelled by Congress.

## DEPARTMENT OF CORRECTIONS

### 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 2018 to 2020  
Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan Updates  
Maine Juvenile Justice Advisory Group's 2015-2016 Annual Report to the Governor and The 127th Legislature  
Restorative Justice Blueprint - A Statewide Initiative  
An Improved Police Response to Juveniles in Crisis A Collaborative Approach  
Disproportionate Minority Contact Report 2015  
Youth of Color in Maine's Juvenile Justice System  
Gender Responsiveness in the Juvenile Justice System  
A Survey of Maine Police Departments

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## JUVENILE COMMUNITY CORRECTIONS

**COLIN O'NEILL, ASSOC COMM JUVENILE SERV.**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office* 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
*Mail Address* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX* (207) 287-4518  
*Established* 2001 *Telephone* (207) 287-4362  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 237A *Citation* T0034A *M.R.S.A., Sect.* 00005601  
*Average Counts-All Positions* 70.50 *Legislative Count* 70.50

### PURPOSE:

Juvenile Community Corrections was established to provide effective supervision to youth under its jurisdiction who are residing in the community. Using a risk reduction case management model, staff assess risk domains and strengths presented by juveniles, develop case plans, access and advocate for appropriate resources to implement case plans, collaborate with other state agencies and public and private providers to ensure that appropriate interventions are provided and monitor progress of the case plan. This approach targets dynamic risk factors that lead to continued criminal behavior, provides and directs appropriate interventions that will mitigate those risk factors, which ultimately assists the juvenile to remain crime free. Additionally, these interventions shall contribute to positive outcomes for juveniles that will improve their success in education, employment, and family/peer relationships. Concurrently, the Juvenile Community Corrections Officers (JCCOs) will divert youth from the correctional system, supervise those on probation or aftercare status, and manage those youths 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 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

DEPARTMENT OF CORRECTIONS

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.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EXPENDITURES	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	GENERAL FUNDS	GENERAL FUND				
SALARIES & WAGES	4,095,944	4,095,944				
HEALTH BENEFITS	1,624,080	1,624,080				
RETIREMENTS	1,256,597	1,256,597				
OTHER FRINGE BENEFITS	91,214	91,214				
COMPUTER SERVICES	35,294	35,294				
CONTRACTUAL SERVICES	637,942	637,922	20			
RENTS	431,954	431,954				
COMMODITIES	44,203	44,203				
GRANTS, SUBSIDIES, PENSIONS	2,952,198	2,952,198				
<b>TOTAL EXPENDITURES</b>	<b>11,169,426</b>	<b>11,169,406</b>	<b>20</b>			

**LONG CREEK YOUTH DEVELOPMENT CENTER  
CAROLINE RAYMOND, SUPERINTENDENT  
RANDALL LIBERTY, COMMISSIONER**

Central Office 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106  
 Mail Address 675 WESTBROOK STREET, SOUTH PORTLAND, ME 04106 FAX (207) 822-2775  
 Established 1853 Telephone (207) 822-2600  
 Reference Policy Area 06 Umbrella 03 Unit 204 Citation T0034A M.R.S.A., Sect. 000003801  
 Average Counts-All Positions 175.975 Legislative Count 175.50

**PURPOSE:**

The Long Creek Youth Development Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training, and religion as 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

**DEPARTMENT OF CORRECTIONS**

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 primary correctional facility for juveniles in Maine. The purpose of the Center is to provide for the detention and rehabilitation of juvenile offenders. Long Creek provides a variety of programs that address the risk factors associated directly with recidivism. Youth are provided with education, treatment, and other services that teach skills and competencies, strengthen pro-social behaviors and require accountability to victims and communities.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LONG CREEK YOUTH DEVELOPMENT CENTER	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	8,433,280	8,433,280				
HEALTH BENEFITS	3,077,933	3,077,933				
RETIREMENTS	2,495,867	2,495,867				
OTHER FRINGE BENEFITS	186,489	186,489				
COMPUTER SERVICES	7,243	7,243				
CONTRACTUAL SERVICES	1,045,140	842,039	168		202,933	
RENTS	45,872	45,872				
COMMODITIES	565,078	511,689			53,389	
TRANSFER TO OTHER FUNDS	2,136		1			2,135
<b>TOTAL EXPENDITURES</b>	<b>15,859,038</b>	<b>15,600,412</b>	<b>169</b>		<b>258,457</b>	

**MOUNTAIN VIEW CORRECTIONAL FACILITY**

**JEFF MORIN, SUPERINTENDENT**  
**RANDALL LIBERTY, COMMISIONER**

*Central Office* 1182 DOVER RD, CHARLESTON, ME 04422  
*Mail Address* 1182 DOVER RD, CHARLESTON, ME 04422  
*Established* 1991  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 225 *Citation* T0034A *M.R.S.A., Sect.* 000004101  
*Average Counts-All Positions* 167.943

*FAX* (207) 285-0836  
*Telephone* (207) 285-0880  
*Legislative Count* 165.50

**PURPOSE:**

The mission of the Mountain View Correctional Facility is to protect the public by providing a safe and secure environment for staff and prisoners. A dedicated team of professionals provides treatment programs and models behavior to promote rehabilitation and reintegration back to families and communities. The Mountain View offers education, vocational and real-world work opportunities, along with graduated furloughs to promote successful re-entry; thereby promoting public safety.

**ORGANIZATION:**

The original Northern Maine Juvenile Detention Facility opened in 1998 and was constructed with 40 beds for detained juvenile offenders on the grounds of the Charleston Correctional Facility. This facility alleviated the northern and central county jails of holding juvenile offenders in adult county jails and/or transporting them to Southern Maine.

In February 2002, in order to meet the demands of the rising rates of juvenile incarceration, the Maine Department of Corrections Juvenile Services expanded its

## DEPARTMENT OF CORRECTIONS

services by building and reorganizing two new facilities; The Mountain View Youth Development Center in Charleston, and the Long Creek Youth Development Center built in So. Portland. Mountain View's facility capacity expanded to provide services for long-term commitments, alongside the detention beds. Committed juveniles were afforded the opportunity to continue their education through a unique alternative school that provided special education services, vocational programs in culinary, carpentry and small engine repairs. Professional staff offered therapeutic treatment, psychological and cognitive behavior therapies, along with religious, recreational and substance abuse services and 24 hour medical services.

In April 2014, while still serving a reduced juvenile population in one unit of the facility, services were expanded to open a new program for committed Young Adult Male Offenders ages 18-25 that could greatly benefit from the continued educational, therapeutic and substance abuse services that facility staff were already providing to juveniles. In 2015, the remaining committed juvenile offenders at Mountain View were transferred to Long Creek and Mountain View reopened adult treatment units specializing in sex offender treatment, residential substance abuse treatment, young adult offender programming and an Assisted Living Unit.

Mountain View Youth Development Center and Charleston Correctional Facility were combined into one facility in 2017 and renamed to Mountain View Correctional Facility. The former Charleston Correctional Facility is now the Minimum Custody Unit and the former Mountain View Youth Development Center is now the Medium Custody Unit. Mountain View Correctional Facility now provides a total of 446 Adult beds and 6 Juvenile beds. The Juvenile beds are used for short term detention holds, typically 48 to 72 hours.

### **PROGRAM:**

The staff at Mountain View are dedicated to helping each prisoner develop the skills and judgment that will allow them to be successful and make a positive contribution to society. Programs and services offered promote each prisoner's growth toward mature thinking, decision making, realistic understandings of themselves and others, and the knowledge and competence to deal well with problems and challenges encountered in daily life.

A comprehensive treatment program is provided in a structured, safe and supportive environment. Objectives of the treatment program include: assisting prisoners to accept responsibility for behavior, helping prisoners develop pro-social skills, increase prisoner's self-awareness of the consequences of poor decisions, enhance ability to empathize with victims, enabling prisoners to employ more adaptive thinking patterns and utilize effective problem solving strategies. The overall program goal is to focus on a treatment and educational foundation that will support future life goals as well as increase the likelihood that these skills will be used in personal life, both within and outside the facility. Prisoners are also offered Adult Basic Education, High School equivalency, and college educational opportunities.

Program offerings include: substance abuse treatment, sexual behavior treatment, assisted living for those with physical and medical needs, and a young adult offender program providing treatment specific to youthful offenders.

Additional programs include: Thinking for a Change for improving social development, domestic violence programming, Inside Out Dads for incarcerated fathers, and education. A robust vocational programming menu includes, WorkReady programming, wood harvesting, culinary arts, computer literacy, building trades and small engine repair. Several national certification programs have been added in the areas of food service and carpentry.

**DEPARTMENT OF CORRECTIONS**

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MOUNTAIN VIEW CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,323,011	9,323,011				
HEALTH BENEFITS	3,726,851	3,726,851				
RETIREMENTS	2,815,387	2,815,387				
OTHER FRINGE BENEFITS	200,978	200,978				
COMPUTER SERVICES	12,018	12,018				
CONTRACTUAL SERVICES	1,100,677	1,075,905	24,772			
RENTS	195,097	185,097	10,000			
COMMODITIES	1,190,277	1,174,059	16,218			
TRANSFER TO OTHER FUNDS	311		311			
<b>TOTAL EXPENDITURES</b>	<b>18,564,607</b>	<b>18,513,306</b>	<b>51,301</b>			

**STATE PAROLE BOARD**  
**RANDALL LIBERTY, COMMISSIONER**  
**RYAN THORNELL, DEPUTY COMMISSIONER**

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

**PURPOSE:**

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

**ORGANIZATION:**

The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957 under the Department of Institutional Service. In 1957, the Parole Board's duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was re-designated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In 1976, the State of Maine abolished parole though the Board continues to serve in a limited capacity providing services to offenders placed on parole prior to its 1976 abolition.

**PROGRAM:**

The State Parole Board hears cases within one of the Department's facilities 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. If they find that violations have in fact occurred, they impose sanctions as they see fit.

**PUBLICATIONS:**

Parole Board Rules and Policy - Free

DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2019:** 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	250	250				
CONTRACTUAL SERVICES	245	245				
<b>TOTAL EXPENDITURES</b>	<b>495</b>	<b>495</b>				

**STATE PRISON**

**MATTHEW MAGNUSSON, WARDEN**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office* 807 CUSHING ROAD, WARREN, ME 04864-4600  
*Mail Address* 807 CUSHING ROAD, WARREN, ME 04864-4600 *FAX* (207) 273-5316  
*Established* 1823 *Telephone* (207) 273-5310  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 206 *Citation* T0034A *M.R.S.A., Sect.* 00003201-A  
*Average Counts-All Positions* 310.000 *Legislative Count* 310.00

**PURPOSE:**

The Maine State Prison (MSP) 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 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 Maine State 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 and now has a capacity of approximately 1050. The Maine State Prison also houses a 7 bed infirmary for the adult population. In 2008, the first female prisoner from Maine Correctional Center was transferred to receive infirmary level medical care.

The prison is organized under the philosophy of unit management and direct supervision. It was designed to separate prisoners into three separate housing units, including a Special Management Unit. 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.

**PROGRAM:**

A 32 bed Intensive 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

## DEPARTMENT OF CORRECTIONS

consistency and continuity of patient-prisoner care and treatment. Substance abuse services are provided by licensed alcohol and drug counselors. 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 respective multi-disciplinary Unit Management Teams. For prisoners nearing release, the Case Managers 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 Adult Basic Education, High School equivalency, and college education. Vocational programs include Building Trades, Agriculture, and Automotive certifications. Other programs and activities, such as typing, computer science, music, literature, writing, art, horticulture, composting, recycling, Long Distance Dad's, Thinking for a Change, self-reflective challenge programs, 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.

### LICENSES:

Accredited by the American Correctional Association.

**FINANCES, FISCAL YEAR 2019:** 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	16,073,810	16,073,810				
HEALTH BENEFITS	5,912,985	5,912,985				
RETIREMENTS	4,921,441	4,921,441				
OTHER FRINGE BENEFITS	343,094	343,094				
COMPUTER SERVICES	42,922	42,922				
CONTRACTUAL SERVICES	2,339,860	2,339,860				
RENTS	110,838	110,838				
COMMODITIES	2,402,628	2,402,628				
<b>TOTAL EXPENDITURES</b>	<b>32,147,578</b>	<b>32,147,578</b>				

## DIVISION OF PROBATION AND PAROLE

**SUSAN GAGNON, DIRECTOR**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office* 25 TYSON DRIVE, AUGUSTA, ME 04333-0111  
*Mail Address* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX* (207) 287-4370  
*Established* 1967 *Telephone* (207) 287-4380  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 237 *Citation* T0034A *M.R.S.A., Sect.* 000005401  
*Average Counts-All Positions* 115.000 *Legislative Count* 115.00

### PURPOSE:

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.



## DEPARTMENT OF CORRECTIONS

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 duties 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 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. However, 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 reclassified 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 per region. 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. In 2012, Probation Officer Assistant 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 Probation Officer Assistants who are responsible for court intake, drug testing and supervision of administrative and low risk clients.

### **PROGRAM:**

The Division of Adult Community Services is dedicated to balancing the needs of public safety, victim and community restoration, offender accountability and using effective approaches to reduce re-offending and enhance effective reintegration into communities. Under community supervision, offenders receive services that include: increased personal contact with Probation Officers and dialogue that encourages and supports behavior change; monitoring of special court ordered conditions of probation through surveillance; referrals to services that are based on the assessed risk of re-offending; and treatment intervention that target specific identified needs.

### **LICENSES:**

As of October 9, 2013, legislation took effect that required all Probation Officers be certified law enforcement officers by the Maine Criminal Justice Academy.

### **PUBLICATIONS:**

Division of Adult Services Policies and Procedures Manual.

**DEPARTMENT OF CORRECTIONS**

**FINANCES, FISCAL YEAR 2019:** 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	6,076,603	6,075,243			1,360	
HEALTH BENEFITS	2,383,191	2,383,191				
RETIREMENTS	1,854,769	1,854,769				
OTHER FRINGE BENEFITS	129,118	129,102			16	
COMPUTER SERVICES	35,292	4,758	30,534			
CONTRACTUAL SERVICES	266,281	220,808	11,008		34,465	
RENTS	931,229	931,229				
COMMODITIES	154,113	139,488	14,625			
TRANSFER TO OTHER FUNDS	793		484		309	
<b>TOTAL EXPENDITURES</b>	<b>11,831,389</b>	<b>11,738,588</b>	<b>56,651</b>		<b>36,150</b>	

**OFFICE OF VICTIM SERVICES**

**TESSA MOSHER, DIR. OF VICTIM SERVICES**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office* 25 TYSON DRIVE, AMHI COMPLEX, AUGUSTA, ME 04333-0111  
*Mail Address* 111 STATE HOUSE STATION, AUGUSTA, ME 04333-0111 *FAX* (207) 287-4370  
*Established* 2001 *Telephone* (207) 287-4385  
*Reference Policy Area* 06 *Umbrella* 03 *Unit* 615 *Citation* T0034A *M.R.S.A., Sect.* 000001214  
*Average Counts-All Positions* 4.000 *Legislative Count* 4.00

**PURPOSE:**

The Office of Victim Services (M.R.S.A. 34-A Section 1214) is established within the Department to advocate for compliance by the Department, any correctional facility, any detention facility, community corrections or any contract agency with all laws, administrative rules and institutional and other policies relating to the rights and dignity of victims.

**ORGANIZATION:**

The Office of Victim Services (M.R.S.A. 34-A Section 1214) provides services to crime victims whose offenders are in the custody of, or under supervision of, 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 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 sexual assault, domestic violence, 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, provides training and technical assistance as requested throughout the State, and provides victims with referrals to appropriate community-based victim service providers.

DEPARTMENT OF CORRECTIONS

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF VICTIM SERVICES	<b>TOTAL FOR ALL FUNDS</b>		<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>				
SALARIES & WAGES	175,475	175,475				
HEALTH BENEFITS	79,153	79,153				
RETIREMENTS	43,551	43,551				
OTHER FRINGE BENEFITS	4,007	4,007				
COMPUTER SERVICES	241	241				
CONTRACTUAL SERVICES	6,478	6,478				
COMMODITIES	2,981	2,981				
<b>TOTAL EXPENDITURES</b>	311,886	311,886				

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

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

**MG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL  
BG SCOTT A. YOUNG, DEPUTY COMMISSIONER**

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

*Mail Address* 33 STATE HOUSE STATION, AUGUSTA, ME 04333-0033 *FAX* (207) 626-4509  
*Established* 1973 *Telephone* (207) 430-6000

*Reference Policy Area* 06 *Umbrella* 15 *Unit* 210 *Citation* T0037B *M.R.S.A., Sect.* 000000001  
*Average Counts-All Positions* 200.000 *Legislative Count* 200.00

Units:

*ADMINISTRATIVE SERVICES DIVISION  
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. The Department's Soldiers and Airmen are also readily available to respond to the Governor during emergencies or disasters in Maine. The Bureau of Maine Veterans' Services provides numerous support services to Maine's 120,000 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 the Legislature 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 redesignated 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 redesignated 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.

**PUBLICATIONS:**

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

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

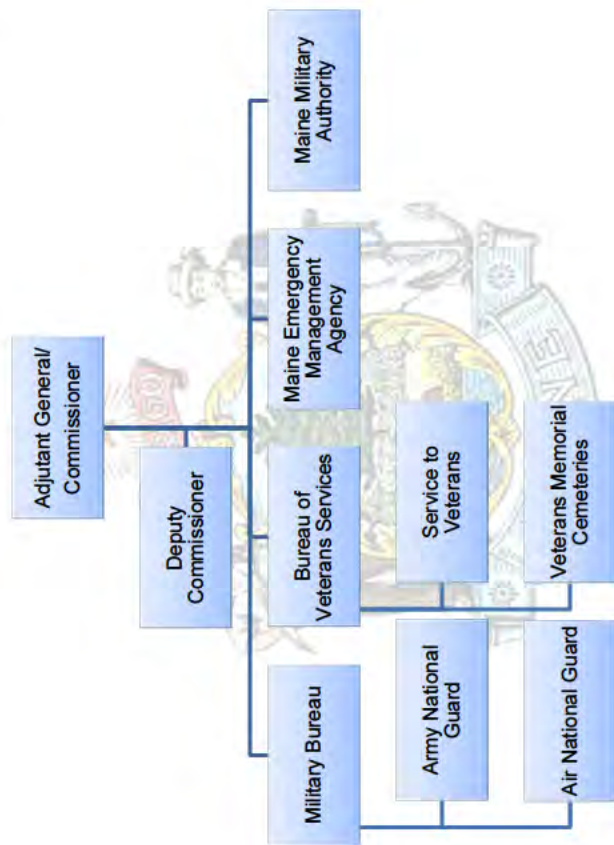
significant events and accomplishments of the Department during the previous two years.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	10,073,175	2,877,441	215,823		6,370,622	609,289
HEALTH BENEFITS	3,314,587	1,021,573	67,930		2,034,697	190,387
RETIREMENTS	2,289,857	624,514	45,891		1,480,902	138,550
OTHER FRINGE BENEFITS	275,707	82,303	6,275		174,579	12,550
COMPUTER SERVICES	300,709	157,705	7,838		130,912	4,254
CONTRACTUAL SERVICES	14,669,122	2,121,987	199,116		10,352,455	1,995,564
RENTS	571,269	113,876	1,934		358,944	96,515
COMMODITIES	2,400,024	636,620	43,466		1,723,740	-3,802
GRANTS, SUBSIDIES, PENSIONS	14,397,647	1,358,750	759,465		12,272,548	6,884
PURCHASE OF LAND	1,180,749					1,180,749
BUILDING IMPROVEMENTS	7,860,045				5,770,022	2,090,023
EQUIPMENT	458,058	15,000			443,058	
TRANSFER TO OTHER FUNDS	1,065,485		9,928		41,038	1,014,519
<b>TOTAL EXPENDITURES</b>	<b>58,856,434</b>	<b>9,009,769</b>	<b>1,357,666</b>		<b>41,153,517</b>	<b>7,335,482</b>



# DVEM Organizational Chart



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**ADMINISTRATIVE SERVICES DIVISION**

**MG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**  
**BG SCOTT A. YOUNG, DEPUTY COMMISSIONER**

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

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

*Established* 1973

*Telephone* (207) 430-6000

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

*Average Counts-All Positions* 2.000

*Legislative Count* 2.00

**PURPOSE:**

The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department of Defense, Veterans and Emergency Management'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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	244,892	244,892				
HEALTH BENEFITS	5,163	5,163				
OTHER FRINGE BENEFITS	20,557	20,557				
COMPUTER SERVICES	6,919	6,919				
CONTRACTUAL SERVICES	39,361	39,361				
RENTS	15,000	15,000				
COMMODITIES	200	200				
<b>TOTAL EXPENDITURES</b>	<b>332,092</b>	<b>332,092</b>				

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**MAINE EMERGENCY MANAGEMENT AGENCY**

**PETER J. ROGERS, ACTING DIRECTOR**

**MG DOUGLAS A. FARHNHAM, COMMISSIONER/ADJ GENERAL**

*WATS (800) 452-8735*

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

*Mail Address 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 FAX (207) 287-3180*

*Established 1949*

*Telephone (207) 624-4400*

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

*Average Counts-All Positions 29.00*

*Legislative Count 29.00*

**PURPOSE:**

The Maine Emergency Management Agency (MEMA) Mission Statement, which was updated in November 2018, states, "Through leadership, coordinate the protection of life, property, environment, and economy across all hazards by managing preparedness, mitigation, response and recovery efforts within the State." The MEMA Vision is "A Ready and Resilient Maine."

The Agency supports its mission and works to achieve its vision by coordinating the mitigation, preparedness, response and recovery from disasters or catastrophes such as forest fire, floods, earthquakes, severe winter and summer storms, nuclear power accidents, hurricanes and more. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency's proactive public outreach efforts educate citizens on potential hazards and preparedness steps they can take to help become resilient individuals as well as keeps them informed of impending threats and safety and resource information during disasters.

The Agency's Homeland Security programs are integrated into its all-hazard mission. MEMA is the coordinating agency within state government for homeland security operational preparedness, response, recovery and mitigation. Cybersecurity continues to be a 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.

In accordance with Maine Statute, Title 37-B, Chapter 13, Sub-chapter 1, the Maine Emergency Management Agency has developed the Comprehensive Emergency Management Plan (CEMP) to provide a framework for state-level emergency management activities and to define how state government interfaces with other emergency management stakeholders, including local, county, and tribal governments, non-governmental organizations (NGOs), other states, the federal government, and the private sector.

**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



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

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

The Agency also coordinates the State Homeland Security Advisory Council (HSAC) under the chairmanship of The Adjutant General, who is also the Governor's Homeland Security Advisor (HSA). The HSAC brings together law enforcement, public health, and other safety and security officials from state departments, as well as federal offices operating in Maine, to share information and brief on emerging Homeland Security issues.

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

**PROGRAM:**

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 primary source of funding for EMA programs at the state, county and local levels since 1998. The Agency receives funding from FEMA for administration and administrative services. In addition, the Agency distributes EMPG funds to 16 counties and 6 metro regions to support their emergency management programs. In addition to EMPG funding, the Agency also distributes State Homeland Security Grants and Operation Stonegarden grants for border protection. Agency activities are additionally supported by the USDOT Hazardous Materials Emergency Planning Grant and FEMA Dam Safety grant.

The Agency administers the Maine Dam Safety Program, which facilitates Emergency Action Planning with owners of all high and significant hazard dams in Maine, inspects state-regulated dams for both hazard and condition, and recommends action on inspection findings. The Program is funded by the State and FEMA grants. The principal grant is the National Dam Safety Program (NDSP) grant administered by FEMA.

**PUBLICATIONS:**

Preparedness and Educational Brochures, including:  
 General Home and Family preparedness, hurricane, cybersecurity and identity theft, earthquake and tsunami preparedness, If You See Something, Say Something campaign.

Web-based programmatic and educational information and materials, available at:

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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,459,064	360,122	131,643		967,299	
HEALTH BENEFITS	465,539	113,280	43,260		308,999	
RETIREMENTS	338,686	79,000	32,800		226,886	
OTHER FRINGE BENEFITS	37,441	9,672	2,909		24,860	
COMPUTER SERVICES	51,180	993			50,187	
CONTRACTUAL SERVICES	652,138	109,582	29,811		512,745	
RENTS	205,510	767	1,934		202,809	
COMMODITIES	112,299	7,872	36,036		68,391	
GRANTS, SUBSIDIES, PENSIONS	13,570,812	1,186,612	111,652		12,272,548	
TRANSFER TO OTHER FUNDS	39,925		4,209		35,716	
<b>TOTAL EXPENDITURES</b>	<b>16,932,594</b>	<b>1,867,900</b>	<b>394,254</b>		<b>14,670,440</b>	

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**MILITARY BUREAU**

**MG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**  
**BG DONALD O. LAGACE, JR, ASST. ADJ GENERAL-ARMY**

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

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

*Established* 1972

*Telephone* (207) 430-6000

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

*Average Counts-All Positions* 126.000

*Legislative Count* 126.00

**PURPOSE:**

The Military Bureau provides the Army and Air National Guard with units organized, equipped, and trained to function efficiently at authorized federal strength. Units muster on order of the Governor to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. In the event of war or other national emergency, designated National Guard personnel will report for federal service on call of the President of the United States. Should the National Guard be federalized and moved out of State, other forces may be organized under 37-B MRSA, 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 and are collectively referred to as Maine National Guard. The Maine National Guard, as a professional military institution, performs a dual role. One role supports the State, and the other supports the Nation. In support of the 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, as well as the private sector 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 national security.

**PROGRAM:**

The Maine Army National Guard has authorized strength of 2,020 Soldiers who serve across the state. The 52nd Troop Command completed Engineer Innovative Readiness training project at Wood Island this past year. The 120th Regional Support Group prepared and deployed the 286th Combat sustainment Support Battalion for a deployment to Poland. Maine National Guard provides domestic support to the Maine Department of Agriculture, Conservation and Forestry as well as other state agencies.

The Directorate of Facilities Engineering under the Military Bureau is responsible for operating, constructing, maintaining, and repairing over 150 buildings totaling over 1.5 million square feet of Maine Army National Guard (MEARNG) facilities. In FY19, construction began on a \$16M-Northern Maine Readiness Center in Presque Isle with a projected occupancy date of January 2021. Renovations of the Lewiston Armory are substantially completed with expected occupancy date of October 2019. A modernization project of the Bangor AFRC was completed and included the installation of a 35KW Combined Heat Power unit. Building renovations/reutilization projects were also started for the Westbrook Armory, field maintenance shop in Auburn and 4 buildings at Camp Keyes, Augusta.

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

Permitting applications for new training site in the township of T2R9 were also completed and submitted.

All of the \$11M bond money approved in 2013 for repairs to MEARNG facilities has been executed in over 25 locations. Federal funding match for the upgrades registered at more than \$23M. An additional 1680 acres of land was purchased using the \$3M bond money approved for the purchase of training areas, providing opportunities for increased unit readiness for state and national missions.

The Maine National Guard continues to support its State Partnership Program with Montenegro, specifically in the areas of logistics, human resource management, North Atlantic Treaty Organization (NATO) environmental compliance, emergency management and cyber security. Events are held in both Montenegro and Maine, and more than 60 Soldiers and Airmen participated in the program since inception. Montenegro became a NATO member in June 2017.

The Maine Air National Guard (MeANG) has authorized strength of 1,156 Airmen; has 16 units composed of a Wing, Groups, Squadrons and Flights ready to serve in federal missions in areas of Air Refueling, Combat Communications and Engineering Installations. The 101st Air Refueling Wing provides world-wide air refueling for all major combatant commands for the United States Air Force, United States Navy, United States Marine, Air Force Reserve, Air National Guard and all North Atlantic Treaty Organization (NATO) countries. The 243rd Engineering Installation Squadron and 265th Combat Communications Squadron are co-located units in southern Maine that are rapidly deployable anywhere in the world, in any conditions for engineering and communications, respectively. In FY19, the MeANG deployed 159 personnel to all points around the globe, maintained alert aircraft and crews 24 hours a day, 7 days a week and processed 6.2 million gallons of jet fuel between in-flight and ground refueling missions both in the continental United States and overseas. The MeANG is ready to support sister services and state, federal and regional partners to protect lives and property of the citizens of Maine and to preserve peace, order and public safety under the orders of the Governor of Maine.

**PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MILITARY BUREAU	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	6,741,048	705,379	84,180		5,342,200	609,289
HEALTH BENEFITS	2,171,846	273,560	24,670		1,683,229	190,387
RETIREMENTS	1,563,533	170,478	13,090		1,241,415	138,550
OTHER FRINGE BENEFITS	179,356	15,467	3,366		147,973	12,550
COMPUTER SERVICES	93,044	14,125			74,665	4,254
CONTRACTUAL SERVICES	13,169,261	1,377,221	75,980		9,720,496	1,995,564
RENTS	254,786	17,878			140,393	96,515
COMMODITIES	2,147,343	495,916	7,430		1,647,799	-3,802
GRANTS, SUBSIDIES, PENSIONS	541,173	34,638	499,651			6,884
PURCHASE OF LAND	1,180,749					1,180,749
BUILDING IMPROVEMENTS	7,860,045				5,770,022	2,090,023
TRANSFER TO OTHER FUNDS	1,018,218		3,699			1,014,519
<b>TOTAL EXPENDITURES</b>	<b>36,920,402</b>	<b>3,104,662</b>	<b>712,066</b>		<b>25,768,192</b>	<b>7,335,482</b>

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

**BUREAU OF MAINE VETERANS' SERVICES**

**DAVID RICHMOND, DIRECTOR**

**MG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**

*Central Office* CAMP KEYES, AUGUSTA, ME 04333

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

*Established* 1947 *Telephone* (207) 430-6034

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

*Average Counts-All Positions* 43.000 *Legislative Count* 43.00

**PURPOSE:**

The Maine Bureau of Veterans' Services provides support services to Maine's estimated 114,000 veterans and their dependents. These programs include, but are not limited to advocacy, veteran/constituent briefings, housing, medical and hospital care, educational aid and compensation, vocational rehabilitation, employment, nursing homes, and burials. The seven regional offices located throughout the State provide support to veterans statewide in addition to supplementing the US Department of Veterans' Affairs claims offices at Togus, the Vet Center in Lewiston, and the Bangor Community Based Outpatient Clinic. The Bureau's regional offices also provide support to bedridden veterans. The State Claims Office, located at Togus, administers the claims support, quality control, and appeals advocacy program. Veterans' Service Officers cover districts and travel to itinerant office sites at least four times a month to reach as many of Maine's veterans as possible with two Mobile/Traveling Veterans' Service Officers (VSOs).

The Central Office, located at Camp Keyes in Augusta, administers educational benefits provided to dependents of totally disabled veterans, maintains records of military service, provides park passes, processes applications for Gold Star license plates, and organizes outreach events. Under the Bureau of Veterans' Services is the Maine Veterans Memorial Cemetery System which provides for the burial and perpetual care of eligible veterans and their dependents. The Bureau administers the Honoring a Veteran from a Grateful State Program which provides recognition for the service and sacrifice of Maine's veterans.

The Director sits on the Board of Trustees for the Maine Veterans' Homes, the Executive Council of the Governing Body for the VA Maine Healthcare System (ECGB), the Statewide Homeless Council, the State Workforce Board Veterans Employment Committee (SWB VEC), 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. The Bureau of 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:**

CLAIMS SERVICE. The 7 regional offices during the fiscal year 2019, filed 1,970 claims with the US Department of Veterans' Affairs. The Claims Office at Togus, acting as the advocate for veterans, filed 1,864 new Powers of Attorney on the behalf of veterans and/or their dependents. Actions taken by the Bureau have resulted in 1,368 new awards or recoveries totaling \$34,392,243.94 by the US Department of Veterans Affairs. The Bureau also maintains the discharge records of Maine veterans who were discharged from service in the Armed Forces of the United States and makes those records available to veterans and their families, free of charge.

VETERANS' DEPENDENTS EDUCATIONAL BENEFITS. Dependents of permanent and totally

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

disabled veterans may be eligible for free tuition at a state supported institution. During the past year there were 277 students enrolled in the program at a value of \$1,823,929.13. Students attended 15 University of Maine system schools. The top 3 schools by amount of tuition waived were the University of Maine Orono, the University of Southern Maine, and the University of Maine Augusta.

MAINE VETERANS' MEMORIAL CEMETERY SYSTEM. The Maine Veterans Memorial Cemetery System serves veterans throughout Maine with 2 cemeteries in Augusta, one in Caribou, and one in Springvale. During the past year, 997 burials were conducted and a total of 27,573 persons have been buried in the cemetery system since its inception. In FY19, 326 reservations for burial were made. At the end of the year there were 5,953 reservations for future burial on file.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MAINE VETERANS' SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,628,170	1,567,048			61,122	
HEALTH BENEFITS	672,039	629,570			42,469	
RETIREMENTS	387,638	375,036			12,602	
OTHER FRINGE BENEFITS	38,352	36,606			1,746	
COMPUTER SERVICES	149,566	135,668	7,838		6,060	
CONTRACTUAL SERVICES	808,362	595,823	93,325		119,214	
RENTS	95,974	80,231			15,743	
COMMODITIES	140,182	132,632			7,550	
GRANTS, SUBSIDIES, PENSIONS	285,663	137,500	148,163			
EQUIPMENT	458,058	15,000			443,058	
TRANSFER TO OTHER FUNDS	7,342		2,020		5,322	
<b>TOTAL EXPENDITURES</b>	<b>4,671,346</b>	<b>3,705,114</b>	<b>251,346</b>		<b>714,886</b>	

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**HEATHER JOHNSON, COMMISSIONER**  
**DENISE GARLAND, DEPUTY COMMISSIONER**

*Central Office* CROSS OFFICE BLDG, 3RD FLOOR, AUGUSTA, ME 04330  
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*Established* 1987 *Telephone* (207) 624-9805  
*Reference Policy Area* 01 *Umbrella* 19 *Unit* 100 *Citation* T0005 *M.R.S.A., Sect.* 000013053  
*Average Counts-All Positions* 33,000 *Legislative Count* 33,000  
Units:

*OFFICE OF BUSINESS DEVELOPMENT*  
*MAINE STATE FILM COMMISSION*  
*MAINE STATE FILM OFFICE*  
*OFFICE OF INNOVATION*  
*MAINE SMALL BUSINESS AND ENTREPRENEURSHIP*

*COMMISSION*  
*OFFICE OF BROADBAND DEVELOPMENT*  
*OFFICE OF TOURISM*  
*OFFICE OF COMMUNITY DEVELOPMENT*

**PURPOSE:**

The Department of Economic and Community Development (DECD) 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

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

Planning Office was abolished, DECD acquired the Code Enforcement Training and Certification Program and oversight of the State-owned landfill properties.

**PROGRAM:**

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

**FINANCES, FISCAL YEAR 2019:** 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
SALARIES & WAGES	2,278,749	1,335,730	737,652		205,367	
HEALTH BENEFITS	569,586	305,947	205,555		58,084	
RETIREMENTS	580,649	348,061	177,737		54,851	
OTHER FRINGE BENEFITS	52,054	33,116	14,762		4,176	
COMPUTER SERVICES	105,607	76,616	28,991			
CONTRACTUAL SERVICES	28,393,249	7,062,339	11,329,644		1,266	10,000,000
RENTS	44,585	3,328	41,257			
COMMODITIES	25,745	19,517	6,228			
GRANTS, SUBSIDIES, PENSIONS	18,333,464	3,235,482	1,751,806		13,346,176	
TRANSFER TO OTHER FUNDS	92,970		66,536		26,434	
<b>TOTAL EXPENDITURES</b>	<b>50,476,658</b>	<b>12,420,136</b>	<b>14,360,168</b>		<b>13,696,354</b>	<b>10,000,000</b>

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	474,254	444,162			30,092	
HEALTH BENEFITS	90,082	82,325			7,757	
RETIREMENTS	118,661	110,624			8,037	
OTHER FRINGE BENEFITS	13,149	12,441			708	
COMPUTER SERVICES	35,322	35,322				
CONTRACTUAL SERVICES	238,822	180,144	58,062		616	
RENTS	884	884				
COMMODITIES	14,565	14,398	167			
GRANTS, SUBSIDIES, PENSIONS	2,200,489	1,415,017	50,000		735,472	
TRANSFER TO OTHER FUNDS	4,659		2,573		2,086	
<b>TOTAL EXPENDITURES</b>	<b>3,190,887</b>	<b>2,295,317</b>	<b>110,802</b>		<b>784,768</b>	

**OFFICE OF BUSINESS DEVELOPMENT  
CHARLOTTE MACE, DIRECTOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059  
*Mail Address* 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0059 *FAX* (207) 287-2861  
*Established* 1987 *Telephone* (207) 624-7448  
*Reference Policy Area* 01 *Umbrella* 19 *Unit* 499 *Citation* T0005 *M.R.S.A., Sect.* 000013061  
*Average Counts-All Positions* 8.000 *Legislative Count* 8.00

**PURPOSE:**

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

**ORGANIZATION:**

The Office of Business Development includes two major functional areas: business assistance and business development. These areas also include the administration

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

of Tax Incentives Programs, Business Answers, the Regulatory Red Tape Hotline and assistance for companies in all stages of maturity from start-ups to large industry.

**PROGRAM:**

**TAX INCENTIVES PROGRAMS:** The Tax Incentives program oversees three major tax incentives: the Pine Tree Development Zone program (PTDZ), which offers a variety of incentives for new or expanding businesses to assist them in creating new, well-paying jobs; the Employment Tax Increment Financing program (ETIF), by which employers are reimbursed a percentage of qualified, net-new employees' state withholding taxes; and the Tax Increment 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 180 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 <https://www1.maine.gov/cgi-bin/online/businessanswers/index.pl>.

The Maine Small Business and Entrepreneurship Commission funds and oversees the Maine Small Business Development Centers program.

**BUSINESS DEVELOPMENT:** Facilitates business and job growth through business attraction, expansion and retention activity. Staff provides information directly to businesses on incentive 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; and training opportunities through federal and state training programs.

**FINANCES, FISCAL YEAR 2019:** 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	551,319	551,319				
HEALTH BENEFITS	140,892	140,892				
RETIREMENTS	147,225	147,225				
OTHER FRINGE BENEFITS	13,192	13,192				
COMPUTER SERVICES	27,969	27,969				
CONTRACTUAL SERVICES	473,871	473,871				
RENTS	1,198	1,198				
COMMODITIES	3,134	3,134				
GRANTS, SUBSIDIES, PENSIONS	917,000	917,000				
<b>TOTAL EXPENDITURES</b>	<b>2,275,800</b>	<b>2,275,800</b>				

**MAINE STATE FILM COMMISSION  
KAREN CARBERRY-WARHOLA, DIRECTOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0059  
*Mail Address* STATE HOUSE STATION 59, AUGUSTA, ME 04333-0059 *FAX* (207) 287-5701  
*Established* 1987 *Telephone* (207) 624-9828  
*Reference Policy Area* 01 *Umbrella* 19 *Unit* 505 *Citation* T0005 *M.R.S.A., Sect.* 000013090H

**PURPOSE:**

The Maine Film Commission consists of an 11-member advisory board appointed by the Governor, which supports and advises the Maine Film Office through legislative and community liaison activities. The Film Commission is a volunteer organization.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**MAINE STATE FILM OFFICE**

**KAREN CARBERRY-WARHOLA, DIRECTOR**

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*Established* 1996 *Telephone* (207) 624-9828  
*Reference Policy Area* 01 *Umbrella* 19 *Unit* 588 *Citation* T0005 *M.R.S.A., Sect.* 0000130901

**PURPOSE:**

The Maine Film Office promotes the State as a filming location, actively recruiting productions and providing essential support services and resources for productions that film in Maine. The Film Office serves as the official state liaison between productions and federal, state, and local government agencies.

**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 strategic objectives, the Film Office manages several projects and programs. The Film Office plans and executes a marketing strategy and public relations programs to: increase production in Maine; promote Maine communities, businesses and residents within the film industry; and encourage productions to hire and buy local, deepening the economic impact in Maine. The Film Office also administers the Maine Attraction Film Incentive Program, financial incentives designed to attract out-of-state production and help in-state production companies. Productions working with the Maine Film Office provide Maine with more than \$15 million in economic impact each year.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**OFFICE OF INNOVATION**

**BRIAN WHITNEY, PRESIDENT**

*Central Office* 8 VENTURE AVE, BRUNSWICK, ME 04011  
*Mail Address* 8 VENTURE AVE, BRUNSWICK, ME 04011 *FAX* (207) 287-5701  
*Established* 2004 *Telephone* (207) 582-4772  
*Reference Policy Area* 01 *Umbrella* 19 *Unit* 631 *Citation* T0005 *M.R.S.A., Sect.* 000013105  
*Average Counts-All Positions* 2.000 *Legislative Count* 2.00

**PURPOSE:**

The Office of Innovation, through the Maine Technology Institute, encourages and coordinates the State's research and development activities to foster collaboration among the State's higher education and nonprofit research institutions and the business community. The Office promotes, evaluates and supports research and development relevant to the State including: technology transfer activities to increase the competitiveness of businesses and public institutions of higher education in the State; the development of new commercial products and the fabrication of such products in the State through the Maine Technology Institute and the Technology Centers; research opportunities that create sustained, inter-institutional multidisciplinary efforts; and coordinating cooperative efforts among government agencies, the private sector and universities and colleges on research and development relevant to Maine.

**ORGANIZATION:**

The Office manages the Maine Experimental Program to Stimulate Competitive

## DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Research (EPSCoR) (5 MRSA 13110), prepares the biennial science and technology plan (5 MRSA 13106) and coordinates the Technology Centers (5 MRSA 15322).

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.

### **PROGRAM:**

The Maine Technology Institute (MTI) serves as the State's champion for the creation of a culture of innovation and entrepreneurship. Its strategy is based upon three themes: Fund, Connect, and Grow. It provides funding to companies engaged in the development of technology; connects them to the resources they need; and helps them grow. MTI's investments focus on the sectors of Aquaculture & Marine Technology; Biotechnology; Composites & Advanced Materials; Environmental Technologies; Forest Products & Agriculture; Information Technology; and, Precision Manufacturing. MTI works in partnership with a wide variety of organizations focused on Technology-Based Economic Development (TBED) and entrepreneurial development and serves as the leader in this arena to combine, and coordinate, all of these efforts to increase investment, company payrolls, sales revenues as well as to further develop a base of intellectual and scientific knowledge. MTI offers a suite of funding opportunities to support technology-based economic development.

MTI is a publicly-funded and industry-led 501(c) (3) non-profit managed by a Board of Directors appointed by the Governor, with specific requirements for sector representation, financial expertise, the Chancellor of the University of Maine, the President of the Maine Community College System, the Commissioner of the Department of Economic and Community Development (DECD), and the Director of the Office of Policy and Management. MTI staff members are not State employees. The budget includes funding for a position at DECD and a position who serves as the President of the Maine Technology Institute as well as pass-through funding in support of its operations. It also allocates and manages investments in the State's technology assets as provided through voter-approved bonds. Currently, MTI manages a portfolio of approximately \$105 million.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2019:** 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	202,107	202,107				
HEALTH BENEFITS	41,188	41,188				
RETIREMENTS	57,045	57,045				
OTHER FRINGE BENEFITS	4,473	4,473				
COMPUTER SERVICES	1,525	1,525				
CONTRACTUAL SERVICES	15,873,299	5,873,299				10,000,000
GRANTS, SUBSIDIES, PENSIONS	244,086	225,000	19,086			
<b>TOTAL EXPENDITURES</b>	<b>16,423,723</b>	<b>6,404,637</b>	<b>19,086</b>			<b>10,000,000</b>

**MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION**

**CHARLOTTE MACE, DIRECTOR**

Central Office 111 SEWALL STREET, AUGUSTA, ME 04333-0059  
 Mail Address 59 STATE HOUSE STATION, MAINE, ME 04333-0059 FAX (207) 287-2861  
 Established 1990 Telephone (207) 624-7448  
 Reference Policy Area 01 Umbrella 19 Unit 536 Citation T0005 M.R.S.A., Sect. 000013032

**PURPOSE:**

The Maine Small Business and Entrepreneurship Commission negotiates, approves and oversees the annual contract with the US Small Business Administration's identified administrative unit, which administers the Maine Small Business Development Centers program. Additionally, the Commission is responsible for the review and evaluation of state small business assistance programs, and for advising the Governor, Legislature and the Commissioner of the Department of Economic 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 Labor, Commerce, 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.

Utilizing its 14 certified business advisors at contracted host organizations, the SBDC offers advice, technical assistance, hosts workshops and provides assistance on how best to access capital to start-up or existing small businesses in Maine. In FY19, its advisors worked with 1,508 clients creating or saving 769 jobs, launching 140 new businesses and helping its clients access \$33,080,981 in capital. For more information, contact the Maine SBDC Office at (207)780-4420 or visit their website at [www.mainesbdc.org](http://www.mainesbdc.org).

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2019:** 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		SPECIAL	HIGHWAY	FEDERAL	MISC
	FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	4,900	4,900				
GRANTS, SUBSIDIES, PENSIONS	678,215	678,215				
<b>TOTAL EXPENDITURES</b>	<b>683,115</b>	<b>683,115</b>				

**OFFICE OF BROADBAND DEVELOPMENT**  
**PEGGY SCHAFFER, DIRECTOR**

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*Established* 2017 *Telephone* (207) 624-9807  
*Reference Policy Area* 01 *Umbrella* 19 *Unit* 689 *Citation* *M.R.S.A., Sect.*

**PURPOSE:**

The ConnectME Authority began operation in June 2007 with the goal of expanding broadband access in the most rural, unserved areas of the State that have little prospect of service from a traditional or incumbent provider. The Authority is funded with a 0.25% surcharge on in-state retail communications services. The Authority expands the availability of broadband service to residential and small business customers in unserved areas by identifying, developing, and providing funding for broadband investments and municipal planning activities in unserved communities. The Authority provides technical and financial assistance to communities in the State that include unserved areas to identify the need for broadband infrastructure and services and to develop and implement plans to meet those needs.

**ORGANIZATION:**

In 2006, the Legislature created the ConnectME Authority to identify unserved areas of the State; develop proposals for broadband expansion projects, demonstration projects and other initiatives; administer the process for selecting specific broadband projects; and provide funding, resources, and incentives. The Authority board consists of seven members, and staff consists of an Executive Director and an Assistant Director.

**PROGRAM:**

The goal of the Authority is to facilitate availability of broadband service in Maine and to increase the adoption or take rate of broadband to equal or greater than the national average.

The Authority administers two grant funding programs: Infrastructure and Planning. For the Infrastructure grant program, the Authority requests area-specific proposals for broadband expansion with a suggested grant limit for each project of \$100,000, funding no more than 50% of the total project, while recognizing the need for flexibility for exceptional proposals. The Planning grant program provides funds for broadband planning grants to municipalities, groups of municipalities or nonprofit local or regional community organizations that are providing local or regional programs to develop plans to expand the availability of broadband services.

In the spring of 2019, the ConnectME Authority concluded the 14th round of Infrastructure grant awards, awarding \$642,500 to four projects. The 3rd round of Planning grant awards totaled \$89,275 to four projects. To date, the Authority has funded 150 Infrastructure grant projects with \$12.9 million in grant funds for a total project value of more than \$23 million. The four rounds of Planning grant awards have totaled more than \$636,000.

**PUBLICATIONS:**

ConnectME Authority Annual Report to the Joint Standing Committee on Energy, Utilities and Technology of the Maine Legislature:

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

<https://www.maine.gov/connectme/about/annual-reports> (No Charge)  
ConnectME Authority State of Maine Broadband Action Plan:  
<https://www.maine.gov/connectme/> (No Charge)  
ConnectME Authority 2019-2021 Strategic Plan:  
<https://www.maine.gov/connectme/> (No Charge)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**OFFICE OF TOURISM**  
**STEVE LYONS, DIRECTOR**

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Central Office 111 SEWALL STREET, AUGUSTA, ME 04333-0059  
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Established 2003 Telephone (207) 624-9815  
Reference Policy Area 01 Umbrella 19 Unit 501 Citation T0005 M.R.S.A., Sect. 13090C  
Average Counts-All Positions 9,000 Legislative Count 9.00

**PURPOSE:**

The Office of Tourism was created by law to serve as a single, official entity on state tourism policy with the authority to implement marketing, management and research programs. The Office's broad directive is to promote Maine as a four-season destination to both consumers and the travel 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 six 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: digital, social, broadcast, out-of-home and print media advertising; editorial promotion; publication of a quarterly electronic magazine; domestic and international sales; participation in consumer travel and trade shows; strategic marketing partnerships; presentations before professional, consumer and media groups; and fulfillment associated with the promotional efforts. Local outreach programs continue and include informational seminars, workshops and conferences with elements of the Maine tourism industry. The Office provides oversight of the State visitor centers through contract management. The Office consults with communities throughout the State, providing guidance for developing the communities into places that can meet traveler expectations.

**LICENSES:**

None.

**PUBLICATIONS:**

The Maine Thing Quarterly electronic magazine; International Lure brochure; Maine Birding Trail brochure.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**FINANCES, FISCAL YEAR 2019:** 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>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>			
SALARIES & WAGES	620,108		620,108			
HEALTH BENEFITS	177,671		177,671			
RETIREMENTS	152,779		152,779			
OTHER FRINGE BENEFITS	13,121		13,121			
COMPUTER SERVICES	21,460		21,460			
CONTRACTUAL SERVICES	11,180,403		11,180,403			
RENTS	40,036		40,036			
COMMODITIES	5,060		5,060			
GRANTS, SUBSIDIES, PENSIONS	1,656,026		1,656,026			
TRANSFER TO OTHER FUNDS	39,929		39,929			
<b>TOTAL EXPENDITURES</b>	<b>13,906,593</b>		<b>13,906,593</b>			

**OFFICE OF COMMUNITY DEVELOPMENT**  
**DEBORAH JOHNSON, DIRECTOR**

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*Established* 1987 *Telephone* (207) 624-9817  
*Reference Policy Area* 01 *Umbrella* 19 *Unit* 498 *Citation* T0005 *M.R.S.A., Sect.* 0000013072  
*Average Counts-All Positions* 8.000 *Legislative Count* 8.00

**PURPOSE:**

The Office of Community Development (OCD) provides financial assistance to municipalities for community revitalization, enhancing economic growth and infrastructure improvements. 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; and create and/or rehabilitate affordable housing units.

**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. This Office also supports the Maine Made Program, and the Brownfields Revolving Loan Fund.

**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 it may also be used to address slums and/or blighting conditions, or for the purpose of addressing conditions having an urgency because of serious health/safety conditions affecting the community. CDBG funded programs include Public Infrastructure, 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.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**PUBLICATIONS:**

CDBG Program materials may be obtained from the Office of Community Development or from its web site at <https://www.maine.gov/decd/community-development>.

**FINANCES, FISCAL YEAR 2019:** 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	430,960	138,141	117,544		175,275	
HEALTH BENEFITS	119,752	41,541	27,884		50,327	
RETIREMENTS	104,940	33,167	24,959		46,814	
OTHER FRINGE BENEFITS	8,119	3,010	1,641		3,468	
COMPUTER SERVICES	19,331	11,800	7,531			
CONTRACTUAL SERVICES	621,955	530,125	91,180		650	
RENTS	2,467	1,246	1,221			
COMMODITIES	2,986	1,985	1,001			
GRANTS, SUBSIDIES, PENSIONS	12,637,648	250	26,694		12,610,704	
TRANSFER TO OTHER FUNDS	48,383		24,034		24,349	
<b>TOTAL EXPENDITURES</b>	<b>13,996,541</b>	<b>761,265</b>	<b>323,689</b>		<b>12,911,587</b>	

DEPARTMENT OF EDUCATION

**DEPARTMENT OF EDUCATION**

**A. PENDER MAKIN, COMMISSIONER**  
**DANIEL CHUHITA, DEPUTY COMMISSIONER**

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

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*Established* 1931

*Telephone* (207) 624-6620

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

*Average Counts-All Positions* 197.463

*Legislative Count* 169.00

Units:

HIGHER EDUCATION AND EDUCATOR SUPPORT SERVICES

SPECIAL SERVICES TEAM

LEADERSHIP TEAM

TEACHER RETIREMENT

MAGNET SCHOOLS

LEARNING THROUGH TECHNOLOGY TEAM

LEARNING SYSTEMS TEAM

EDUCATION UNORGANIZED TERRITORY

SCHOOL FINANCE AND OPERATIONS TEAM

**PURPOSE:**

To promote the best learning opportunities for all Maine students by providing information, guidance and support to schools, educators, and leaders and by providing adequate and equitable school funding and resources. 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. The Department recognizes 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 adulthood that ensures this outcome.

**ORGANIZATION:**

The Department is organized in an office structure that includes the Leadership Team, School Finance and Operations Team, Learning Systems Team, School and Student Supports Team, Higher Education and Educator Services Team, Facilities, Safety and Transportation Team, Special Services Team and Education in the Unorganized Territories.

**PROGRAM:**

The people of Maine are lifelong learners served by an innovative, equitable, and learner-centered public education system that supports students - early childhood throughout adulthood - in achieving healthy, successful, and fulfilling lives that allow them to shape the future. 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 Every Student Succeeds Act (ESSA) 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 2019:** 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	10,861,239	6,477,905	583,473		3,799,861	
HEALTH BENEFITS	3,399,060	2,071,260	152,469		1,175,331	
RETIREMENTS	2,746,879	1,645,858	165,970		935,051	
OTHER FRINGE BENEFITS	234,790	136,809	12,894		85,087	
COMPUTER SERVICES	5,770,412	4,688,805	11,573		1,070,034	
CONTRACTUAL SERVICES	24,851,753	17,023,105	525,572		7,303,076	
RENTS	148,488	55,417	60,884		32,187	
COMMODITIES	355,633	228,350	30,283		97,000	
GRANTS, SUBSIDIES, PENSIONS	1,497,391,411	1,281,873,956	20,377,674		195,139,781	
BUILDING IMPROVEMENTS	34,500	34,500				
EQUIPMENT	285,320	285,320				
TRANSFER TO OTHER FUNDS	14,173,793	8,241,935	5,505,164		426,694	
COST OF GOODS SOLD	5,000	5,000				
<b>TOTAL EXPENDITURES</b>	<b>1,560,258,278</b>	<b>1,322,768,220</b>	<b>27,425,956</b>		<b>210,064,102</b>	

DEPARTMENT OF EDUCATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	183,776				183,776	
HEALTH BENEFITS	47,714				47,714	
RETIREMENTS	25,566				25,566	
OTHER FRINGE BENEFITS	8,752				8,752	
COMPUTER SERVICES	26,116		5,867		20,249	
CONTRACTUAL SERVICES	388,584	225,000	47,869		115,715	
RENTS	1,627		1,627			
COMMODITIES	6,669		4,051		2,618	
GRANTS, SUBSIDIES, PENSIONS	1,199,598				1,199,598	
TRANSFER TO OTHER FUNDS	13,649		1,748		11,901	
<b>TOTAL EXPENDITURES</b>	<b>1,902,051</b>	<b>225,000</b>	<b>61,162</b>		<b>1,615,889</b>	

**HIGHER EDUCATION AND EDUCATOR SUPPORT SERVICES**  
**ANGEL MARTINEZ LOREDO, DIRECTOR**

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*Established* 2017 *Telephone* (207) 624-6603  
*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071V *Citation* M.R.S.A., Sect.  
*Average Counts-All Positions* 12.500 *Legislative Count* 12.50

**PURPOSE:**

The Office of Higher Education and Educator Support Services enhances and initiates student centered learning paradigms through certification, higher education, adult education, and educator excellence channels. The Office endeavors to provide high quality, effective learning environments for all P-adult students to: ensure that all students have access to effective teachers and leaders; provide and encourage the growth of educational opportunities and, where applicable, to ensure career, citizenship and college readiness for adults; advance policies that increase the number of candidates entering the teaching profession and encourage and support the recruitment, development, and retention of well prepared and skilled teachers and school leaders; and strengthen pathways from high school to higher education/workforce.

**ORGANIZATION:**

The Office of Higher Education and Educator Support Services' current organizational structure was established by the Commissioner in 2017. The Office comprised of four work teams: Adult Education, Certification, Educator Excellence and Higher Education. Adult Education oversees adult educational opportunities provided by over 70 local adult education programs located throughout the State and integrates learner-centered intake processes; academic and career advising;

## DEPARTMENT OF EDUCATION

rigorous, research-based instruction; effective assessment practices; experienced and credentialed instructors; and productive partnerships with educational and workforce development institutions and employers. Certification primarily administers the rules of the Maine State Board of Education relating to the issuing and renewing of credentials to persons employed in or under contract with public and approved private schools. The Educator Excellence team focuses on attracting, developing, and sustaining a robust, equitable, and diverse educator workforce. Higher Education is primarily responsible for degree-granting authority and educator preparation program authorization. In addition, Educator Effectiveness, a component, is responsible for supporting the implementation, ongoing refinement, and monitoring of Performance Evaluation and Professional Growth (PEPG) systems across the State.

### **PROGRAM:**

The Adult Education team's major services include instruction in basic literacy (primarily in the areas of reading and math) to support the learning needs of adults below the high school level, and English language acquisition, to assist adults in gaining fluency in English; secondary education completion (coursework to complete high school through a diploma or high school equivalency pathway); WorkReady (employability and soft skills training); and College Transition, a program of academic coursework and support services to prepare adults for enrollment in post-high school education and or training that results in a credential of value and high-quality employment.

The Certification team: enforces requirements for entry level and renewal preparation and requirements for the certification of administrators, educational specialists, teachers and educational technicians including the approval of criminal history record checks for all persons; administers rules related to the Interstate Agreement between Maine certification and other states, qualifying exams for teachers, employment of teachers and principals, teacher leaves of absence, school records/audits/reports, and the Professional Standards Board; implements rules establishing the grounds to deny, suspend or revoke credentials and the procedures for taking administrative action against credential applicants and holders; and investigates allegations of misconduct or incompetence, reports information as necessary to appropriate authorities and allows public access to information and records, unless the specific information and record is confidential by statute.

The Educator Excellence team provides policy and operational leadership to develop support in recruiting and retaining a diverse and equitable educator workforce, as well as strategically addressing the state teacher shortage through collaboration with key stakeholders in the Educator Talent Committee; Regional Think Tanks, and the Teach Maine initiative. The Higher Education team: serves as a liaison to the Maine Community College System, University of Maine System, and Maine Maritime Academy, as well as private post-secondary institutions in Maine; administers the degree-granting authority process for instate and out of state institutions and proprietary and correspondence schools; administers' educator preparation program authorization; manages various closed post-secondary institution transcripts under the custody of the Department; and administers early college learning programs. Team members also implement initiatives of the Commissioner as assigned. Educator Effectiveness provides: technical assistance and support for the implementation of PEPG systems; ongoing professional development opportunities; and a variety of resources to the field focused on retention and continuous development of educators; and support for educator recognition programs, peer mentor and induction supports.

DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

HIGHER EDUCATION AND EDUCATOR SUPPORT SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	712,639	712,639				
HEALTH BENEFITS	236,468	236,468				
RETIREMENTS	180,472	180,472				
OTHER FRINGE BENEFITS	15,748	15,748				
COMPUTER SERVICES	7,577	7,577				
CONTRACTUAL SERVICES	245,125	245,125				
RENTS	817	817				
COMMODITIES	14,757	14,757				
<b>TOTAL EXPENDITURES</b>	<b>1,413,603</b>	<b>1,413,603</b>				

**LEADERSHIP TEAM**

**A. PENDER MAKIN, COMMISSIONER**

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6700  
*Established* 1996 *Telephone* (207) 624-6600  
*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071A *Citation* T0020A *M.R.S.A., Sect.* 000000202  
*Average Counts-All Positions* 16.000 *Legislative Count* 16.00

**PURPOSE:**

This unit consists of Administrative and Policy-Making Services which support the operations of the Department of Education in the areas of statewide educational planning, Maine Administrative Procedure Act (APA) and Freedom of Access Act 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 Procedure Act (APA) including rulemaking, federal compliance matters, the Freedom of Access Act and school approval. This unit ultimately supports schools and educators across the State in their mission to help all students reach their potential and leave school prepared for work, life, and post-secondary education opportunities.

**FINANCES, FISCAL YEAR 2019:** 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>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	1,068,256	856,981	211,275			
HEALTH BENEFITS	305,134	250,928	54,206			
RETIREMENTS	273,034	212,392	60,642			
OTHER FRINGE BENEFITS	24,465	19,981	4,484			
COMPUTER SERVICES	12,231	8,854	3,377			
CONTRACTUAL SERVICES	635,934	194,724	441,210			
RENTS	66,033	6,776	59,257			
COMMODITIES	44,268	18,345	25,923			
GRANTS, SUBSIDIES, PENSIONS	100,417	119	100,298			
TRANSFER TO OTHER FUNDS	37,072		37,072			
<b>TOTAL EXPENDITURES</b>	<b>2,566,844</b>	<b>1,569,100</b>	<b>997,744</b>			

DEPARTMENT OF EDUCATION

**MAGNET SCHOOLS**

**DAVID PEARSON, 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 *M.R.S.A., Sect.* 000008201

*FAX* (207) 325-3340

*Telephone* (207) 325-3303

**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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**LEARNING SYSTEMS TEAM**

**JANETTE KIRK, CHIEF OF LEARNING SYSTEMS**

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

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

*Established* 2008

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

*Telephone* (207) 624-6697

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

*Average Counts-All Positions* 49.577

*Legislative Count* 49.00

**PURPOSE:**

The PK-12 Office of Learning Systems is comprised of five work teams: Early Learning Pre-K-grade 5 and Technology Integration; Secondary Learning grades 6-12 and Technology Integration; Elementary and Secondary Education Act (ESEA) Federal Programs and School Turnaround; Assessment; and Career and Technical Education (CTE). This Office administers or utilizes several federal programs including the Carl Perkins Vocational, George Briggs Grant, Preschool Expansion and Development grants and ESEA federal programs and grants. The PK-12 Office of 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 grade 12. Its activities cover state, federal, private and foundation funded educational activities through the secondary level. This office 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; summarizes data for public reports and policy direction; and provides technical assistance and staff development to school personnel on instructional items and program operations. This office provides support services, is responsible for grant processing and approvals for CTE, and enters into contractual and inter-agency agreements where

## DEPARTMENT OF EDUCATION

appropriate for the delivery of services. The Office 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; proficiency-based diplomas; comprehensive state assessment systems to measure student achievement of the Accountability Standards and Learning Results; Parameters for Essential Instruction; graduation requirements, industry standards, high school redesign, 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. The Office of Learning Systems staff plays a leadership role by providing a direct link from the field to the Department and by forging and supporting a variety of regional partnerships and collaborative efforts to enhance the ability of local school systems and CTE centers to undertake results-based systemic educational improvement efforts.

### **ORGANIZATION:**

The Office of Learning Systems' current organizational structure was established by the Commissioner in 2019. This organization brings together all the program areas of curriculum instruction. ESEA Federal Programs and assessment across PK-12 programs and career and technical programs. The design provides information, professional development, technical assistance and research and development in curriculum, instruction, and assessment in the content areas of the Learning Results; support services for students who are English Language learners; and comprehensive school supports. The Office of 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 in order to ensure comprehensive, integrated and coordinated services to the field. 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. Work at the national level is done to reduce state costs by sharing costs with other states. Several advisory committees and task forces are integral components of this team's management, informational, and decision-making structure. The Office School and Students Supports is under the Office of Learning Systems and is comprised of three work teams: Integrated Student Supports, Safety and Behavioral Supports and Coordinated School Health. This Office administers or utilizes federal and state grants including the AWARE grant, CDC funding for the Maine Integrated Youth Health Survey, McKinney Vento homeless student services and migrant and foster students. The Office of School and Student Supports provides support, information, best practice resources, responsive technical assistance and training to schools and districts in the areas of School Nursing, McKinney Vento, Alternative Education, Bullying Prevention, Restraints and Seclusion, School Safety and Emergency Management, School Approval, Health & Physical Education, HIV Prevention, Suicide Awareness, School Wellness, LGBTQ Issues, Migrant Education, Foster Children, Truancy/Drop Out, Mental Health, Trauma Aware, Cultural Competency, School Counselors and new roles to be brought on related to Social Emotional Learning, Community Supports & Equity, and any programs and roles which focus on the social, emotional and health of Maine learners. Focus is on the culture and climate of schools and helping to ensure that Maine schools are physically and emotionally safe for all. This office reviews and testifies on legislation regarding education and develops rules as directed by legislation; collects and analyzes student data for behavior, health, mental health, attendance, migrant, foster and homeless students and other required elements; summarizes data for public reports and policy direction; and provides technical assistance and staff development to school personnel.

### **PROGRAM:**

Staff members on this team provide 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 collaborations with a variety of agencies, educational

DEPARTMENT OF EDUCATION

institutions, organizations, and partners; and provide expertise in curriculum content areas and other special areas of expertise statewide. They provide expertise in the design and implementation of the State's content standards; the design and construction of Maine's statewide assessment system; the development of assessment systems' and the approval of Career and Technical Education programs; and the implementation of the Carl Perkins funds, ESEA Titles I, II,III, IV and V. The Team coordinates with programs such as Adult Education, including the high school equivalency exam and adult diplomas, Federal Adult Basic Education and Family Literacy Programs, Alternative Education and Maine's dropout office, Migrant Education Program and Language Instruction for English Learners and Immigrant Students. The Office of Learning Systems develops and implements the Maine Comprehensive Assessment program for grades 3-8 and high school, which includes the Maine Educational Assessment, the Maine Alternative Assessment for severely, cognitively delayed learners, Maine's English language proficiency assessment, and the National Assessment of Educational Progress (NAEP) and international assessments where applicable. Team members also implement initiatives as directed by 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. Members of this team work with higher education institutions to advocate for increased quality and diverse student entry into post-secondary education.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEARNING SYSTEMS TEAM	TOTAL					
	FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	3,003,497	1,370,694	5,403		1,627,400	
HEALTH BENEFITS	938,120	437,482	1,871		498,767	
RETIREMENTS	754,583	343,100	1,490		409,993	
OTHER FRINGE BENEFITS	63,692	29,421	116		34,155	
COMPUTER SERVICES	544,008	15,652			528,356	
CONTRACTUAL SERVICES	8,864,678	3,510,877	5,194		5,348,607	
RENTS	39,127	16,951			22,176	
COMMODITIES	91,347	36,901	80		54,366	
GRANTS, SUBSIDIES, PENSIONS	81,402,952	5,629,973	84,080		75,688,899	
TRANSFER TO OTHER FUNDS	321,370	70,097	417		250,856	
<b>TOTAL EXPENDITURES</b>	<b>96,023,374</b>	<b>11,461,148</b>	<b>98,651</b>		<b>84,463,575</b>	

**SCHOOL FINANCE AND OPERATIONS TEAM**  
**JOANNE ALLEN, DIRECTOR**

Central Office CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023  
 Mail Address 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 FAX (207) 624-6791  
 Established 1993 Telephone (207) 624-6790  
 Reference Policy Area 02 Umbrella 05 Unit 071MCitation T0020A M.R.S.A. Sect. 000000202  
 Average Counts-All Positions 40.00 Legislative Count 40.00

**PURPOSE:**

This Team is comprised of three sub-teams: the School Finance, Compliance & Governance sub-team; the Data sub-team; and the Child Nutrition sub-team. The School Finance, Compliance & Governance sub-team administers the Essential Programs and Services Funding Act, controls distribution of state subsidies for all school administrative units and collects statutorily required financial data from all school administrative units. This sub-team also provides technical assistance to school units regarding school closings, school board reappointment, withdrawals from school units, school-based MaineCare, Postsecondary Options (Aspirations) program, and calculates the annual tuition rates for public and some private schools. This sub-team oversees the Compliance section which reviews all audits of school administrative units and other entities receiving educational funds and administers compliance review of all State-approved school construction projects. The Data sub-team provides data management support including the collection, control, processing, production, and

## DEPARTMENT OF EDUCATION

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 administers local school unit reporting of staff student data to meet state and Federal reporting requirements for calculation of state support of local education and accountability of programs. 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 schools, charitable and residential child care institutions and summer camps.

### **ORGANIZATION:**

The Team functions organizationally in three sub-teams. The School Finance, Compliance & Governance sub-team consists of eight positions (six supported by General Purpose Aid for Local Schools). The Data sub-team consists of seven positions (six supported by General Purpose Aid for Local Schools). The Child Nutrition sub-team consists of fourteen positions (twelve supported by federal funds).

### **PROGRAM:**

The School Finance, Compliance & Governance sub-team's annual production goals were met with completion of all programs. In the General-Purpose Aid Support Services, the actual distribution of the 2018-2019 state school subsidies of \$1.115 billion was processed, and analysis and information were prepared and distributed for the 2018-2019 subsidy program and legislative actions. The legislative program in school financing, including the submission of actual costs and the Commissioner's funding level 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 Data sub-team to provide data to meet federal reporting requirements. The Data sub-team successfully provided management support and collection, processing, and production of educational data to meet state and federal reporting requirements and funding allocations. This sub-team also provided 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. The Child Nutrition sub-team reimbursed \$50,205,339 in federal and state funds to schools and other food service sponsors for serving nutritious meals to children. Meals subsidized in whole or part during the 2019 School Year included 15,325,462 school lunches, 8,381,841 school breakfasts and 451,388 after school snacks. The Child Nutrition team also reimbursed \$1,791,120 to schools that offered fresh fruit and vegetables as a snack. Prior to the start of the school year, the Summer Food Service Program made available \$2,374,691 in meal and administrative reimbursement to schools, other sponsors, and government agencies. Total meals served in the summer were over 716,000. USDA commodity foods valued for schools and summer sponsors at \$5,009,833 were allocated and distributed. The Child and Adult Care Food Program served 883 sites, managed by 86 organizations. During the year, the program provided \$8,610,408, serving 1,916,524 breakfasts, 1,858,135 lunches, 266,392 suppers, and 4,194,832 supplemental meals/snacks.

### **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

DEPARTMENT OF EDUCATION

Pupil Transportation Statistics  
 School Budget Information  
 School District Organization and Cost Sharing  
 Statewide Financial Data  
 Subsidy Allocations including subsidy printouts FY 06 to FY 16  
 Teacher and Administrator Certification Guidance

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SCHOOL FINANCE AND OPERATIONS TEAM	TOTAL FOR ALL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,851,124	1,858,137	366,796		626,191	
HEALTH BENEFITS	874,814	555,272	96,392		223,150	
RETIREMENTS	758,296	499,897	103,838		154,561	
OTHER FRINGE BENEFITS	61,176	39,533	8,294		13,349	
COMPUTER SERVICES	4,432,575	4,054,848	2,329		375,398	
CONTRACTUAL SERVICES	3,329,557	3,177,766	31,298		120,493	
RENTS	16,458	8,931			7,527	
COMMODITIES	64,290	53,595	230		10,465	
GRANTS, SUBSIDIES, PENSIONS	1,138,420,416	1,057,224,364	20,193,296		61,002,756	
TRANSFER TO OTHER FUNDS	63,018		17,928		45,090	
COST OF GOODS SOLD	5,000	5,000				
<b>TOTAL EXPENDITURES</b>	<b>1,150,876,724</b>	<b>1,067,477,343</b>	<b>20,820,401</b>		<b>62,578,980</b>	

**SPECIAL SERVICES TEAM**  
**JANICE BRETON, ACTING DIRECTOR**

*Central Office* CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0023  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX* (207) 624-6651  
*Established* 2008 *Telephone* (207) 624-6676  
*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071P *Citation* M.R.S.A., Sect.  
*Average Counts-All Positions* 23.000 *Legislative Count* 23.00

**PURPOSE:**

The Office of Special Services 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. The Office also works with various educational organizations, including institutions of higher education, private educational organizations, and service providers. The Office of Special Services participates in the legislative process regarding the education and services for children with disabilities by proposing legislation and reviewing proposed legislation. 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 conformity with federal and state obligations. Responsibility includes administration of the federal Individuals with Disabilities Education Act, Part B (children with disabilities age 3- 20) and Part C (early intervention for children with disabilities birth -3). It is also responsible for oversight of the plan and vendor for the Assistive Technology Act of 1998, as amended (AT Act).

**ORGANIZATION:**

The Office of Special Services is organized in five teams. Team 1 is responsible for general supervision of special purpose private schools, the state agency client program, the surrogate parent program and special projects including: dyslexia technical assistance, the math project to improve results for students with disabilities as required in the State Performance Plan and the work in the field to implement positive behavior supports (Positive Behavior Instructional Supports or PBIS). Team 2 is responsible for technical assistance, professional development, support and general supervision of public schools, including



## DEPARTMENT OF EDUCATION

charters. Team 3 is responsible for fiscal monitoring of public school special education programs. Team 4 manages and reports data (including the State Performance Plan and the Annual Performance Report). Team 5 is responsible for due process functions and dispute resolution. The Office of Special Services also provides oversight of Child Development Services, the governmental unit responsible for ensuring the provision of a free appropriate public education to children with disabilities age 3-5 and for early intervention services for children 0-3. The work of the Office of Special Services is guided 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, the PBIS Stakeholder Committee and the advisory committee for the math project.

### PROGRAM:

Personnel in the Office of Special Services provide leadership and support for an array of services to schools, locally, regionally and statewide. Support is also provided to interdepartmental activities outlined in Memoranda of Understanding with the Departments of Health and Human Services, Labor and Corrections. In addition, the Office of Special Services team collaborates internally with the Department's personnel in general education, certification, school approval, and assessment. Maine Unified Special Education Regulation Birth to Age Twenty (MUSER) aligns services to children with disabilities age birth-2 years old and children with disabilities age 3-5 through the statewide Child Development Services program. The Office supports implementation of the Assistive Technology Act Program in collaboration with the University of Maine System and a network of public and private entities.

### LICENSES:

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

### PUBLICATIONS:

The Office of Special Services provides a number of guidance documents for the Maine Unified Special Education Regulation Birth to Age Twenty as well as for various other functions performed under the federal IDEA.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SPECIAL SERVICES TEAM	TOTAL		SPECIAL			
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,354,927	115,210			1,239,717	
HEALTH BENEFITS	409,228	37,215			372,013	
RETIREMENTS	349,271	33,819			315,452	
OTHER FRINGE BENEFITS	28,969	2,668			26,301	
COMPUTER SERVICES	163,160	24,650			138,510	
CONTRACTUAL SERVICES	1,726,469	84,259			1,642,210	
RENTS	3,383	900			2,483	
COMMODITIES	11,432	10,578			854	
GRANTS, SUBSIDIES, PENSIONS	93,273,596	36,025,308			57,248,288	
TRANSFER TO OTHER FUNDS	118,716	8,720			109,996	
<b>TOTAL EXPENDITURES</b>	<b>97,439,151</b>	<b>36,343,327</b>			<b>61,095,824</b>	

## TEACHER RETIREMENT

### SANDY MATHESON, EXECUTIVE DIRECTOR

Central Office 139 CAPITOL STREET, AUGUSTA, ME 04330  
 Mail Address PO BOX 349, AUGUSTA, ME 04332-0349  
 Established 1996  
 Reference Policy Area 02 Umbrella 05 Unit 071T Citation T00005

TTY (207) 512-3102

FAX (207) 512-3101

Telephone (207) 512-3100

M.R.S.A., Sect. 000017154

DEPARTMENT OF EDUCATION

**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 2019:** 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
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	181,527,832	181,527,832				
TOTAL EXPENDITURES	181,527,832	181,527,832				

**LEARNING THROUGH TECHNOLOGY TEAM  
BETH LAMBERT, PROJECT MANAGER**

*Central Office* CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0023  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX*  
*Established* 2009 *Telephone* (207) 624-6642  
*Reference Policy Area* 02 *Umbrella* 05 *Unit* 071K *Citation* *M.R.S.A., Sect.*

**PURPOSE:**

This team is charged with implementation and oversight of state programs that leverage technology to support student learning and achievement. These include professional learning programs to help teachers develop and share best practices in using technology to enhance student achievement, and programs that provide or support technology infrastructure in Maine schools (MLTI, MSLN).

**ORGANIZATION:**

The Team is comprised of three positions (supported by General Purpose Aid for Local Schools). In 2017, the Team was incorporated into the Department's Office of Learning Systems Secondary Education and Technology Integration team.

**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. HP, Apple, Inc.). 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. They work with schools as they develop plans and increase skills in using technology to enhance student learning. The Team coordinates with other professional development efforts within the Department of Education as well as with other organizations in Maine. Through the MLTI project, schools are provided with computer equipment, services, technical support, and professional development. Management of the project includes procurement, contract management, and on-going support for over 80,000 wireless laptop and tablet computers, wireless network infrastructure in over 300 public schools (K-12), and professional development activities in support of educators, administrators, and technology support specialists. The Maine School and Library Network (MSLN) provides advanced broadband Internet connectivity to virtually all K-12 public and private schools in Maine through a cooperative effort between the Maine Department of Education (DoE), Maine State Library (MSL), Maine Office of Information Technology (OIT), and the University of Maine System (UMS). 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,

DEPARTMENT OF EDUCATION

a cooperative effort between DoE, MSL, OIT, and UMS, provides administrative and operational support of the Maine School and Library Network, which is largely funded by the Maine Telecommunications Education Access Fund (Maine Revised Statute Title 35-A, section 7104-B) and the federal E-Rate program.

**FINANCES, FISCAL YEAR 2019:** 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
COMPUTER SERVICES	557,794	557,794				
CONTRACTUAL SERVICES	912,852	912,852				
RENTS	6,409	6,409				
COMMODITIES	8,359	8,359				
GRANTS, SUBSIDIES, PENSIONS	1,463,764	1,463,764				
TRANSFER TO OTHER FUNDS	13,611,116	8,163,117	5,447,999			
<b>TOTAL EXPENDITURES</b>	<b>16,560,294</b>	<b>11,112,295</b>	<b>5,447,999</b>			

**EDUCATION UNORGANIZED TERRITORY**

**SHELLEY LANE, DIRECTOR**

Central Office DEERING BUILDING, AUGUSTA, ME 04333-0136  
 Mail Address 136 STATE HOUSE STATION, AUGUSTA, ME 04333-0136 FAX  
 Established 1983 Telephone (207) 624-6892  
 Reference Policy Area 02 Umbrella 05 Unit 071U Citation T0020A M.R.S.A., Sect. Chap 119  
 Average Counts-All Positions 51.386 Legislative Count 23.50

**PURPOSE:**

The mission of Education in the Unorganized Territory (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 to attend school in the nearest public school system. A total of approximately 797 pupils reside in the unorganized territory.

**ORGANIZATION:**

Education in the Unorganized Territory consists of a Director of the Education in the Unorganized Territory (EUT), an Education Specialist III who serves as the Director of Special Education for the unorganized territory, a Business Manager, a Secretary Specialist and a full-time Accounting Assistant Technician. 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 123 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 8 buses. In addition, approximately 675 pupils are tuitioned to approximately 81 local school systems, with transportation provided through the operation of 12 buses and approximately 9 contracted conveyances. The EUT works collaboratively with 19 Local Education Agencies to coordinate bus routes to transport unorganized territory 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.

DEPARTMENT OF EDUCATION

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EDUCATION UNORGANIZED TERRITORY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,687,022	1,564,244			122,778	
HEALTH BENEFITS	587,581	553,894			33,687	
RETIREMENTS	405,657	376,177			29,480	
OTHER FRINGE BENEFITS	31,989	29,458			2,531	
COMPUTER SERVICES	26,950	19,429			7,521	
CONTRACTUAL SERVICES	8,748,555	8,672,502			76,053	
RENTS	14,633	14,633				
COMMODITIES	114,511	85,815			28,696	
GRANTS, SUBSIDIES, PENSIONS	2,836	2,596			240	
BUILDING IMPROVEMENTS	34,500	34,500				
EQUIPMENT	285,320	285,320				
TRANSFER TO OTHER FUNDS	8,851				8,851	
<b>TOTAL EXPENDITURES</b>	11,948,405	11,638,568			309,837	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**GERALD REID, COMMISSIONER**

WATS (800) 452-1942

Central Office AMHI RAY BLDG, AUGUSTA, ME 04330

Mail Address 17 STATE HOUSE STATION, AUGUSTA, ME 04333

FAX (207) 287-2814

Established 1972

Telephone (207) 287-2812

Reference Policy Area 04 Umbrella 06 Unit 096 Citation T0038 M.R.S.A., Sect. 0000341-A

Average Counts-All Positions 372.058

Legislative Count 370.50

Units:

BUREAU OF AIR QUALITY

BUREAU OF WATER QUALITY

LAND RESOURCES

BUREAU OF REMEDIATION AND WASTE MANAGEMENT

OFFICE OF THE COMMISSIONER

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

BOARD OF ENVIRONMENTAL PROTECTION

**PURPOSE:**

The Department of Environmental Protection is charged by statute to prevent, abate and control the pollution of the air, water and land and preserve, improve and prevent diminution of the natural environment of the State. The Department is also charged with protecting and enhancing the public's right to use and enjoy the State's natural resources and with educating the public on natural resource use, requirements and issues. 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.

**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 responding to discharges or spills of oil products or hazardous matter; directing the cleanup or mitigation of adverse effects associated with uncontrolled hazardous substance sites; 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 residuals landspreading program.

The Bureau of Water Quality is responsible for assessing the quality of Maine's waterways, licensing waste water discharges and reporting water body uses and recommended classifications to the Legislature.

The Bureau of Land Resources is responsible for administering the laws and regulations related to a wide range of land development activities, including large-scale developments, stormwater, impacts to natural resources (ponds, streams, wetlands, etc.), mining and gravel pits, shoreland zoning, and hydropower facilities. The Bureau also performs compliance and enforcement tasks to ensure land development activities are in compliance with the licenses issued.

**LICENSES:**

Licenses: Air Emission, Oil Terminal Facility, Hazardous Waste Treatment Facility and Storage Facility, Hazardous Waste Transporter, Vessels at Anchorage, Waste Oil Storage Facility, Waste Oil Dealer and Transporter, Hazardous Waste Disposal

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Facility, Septage Sites, Solid Waste Facility, Maine Pollutant Discharge Elimination System, Waste Water and Experimental Discharge, and Stormwater.

Permits: Log Storage, Mining Rehabilitation of Land, Site Location of Development, Hydropower, Sludge Utilization, and Natural Resources Protection.

Certifications: Underground Oil and Hazardous Substance Storage Tank Installer, Asbestos Abatement Contractor, Design Consultant and Worker, Asbestos Evaluation Specialist and Project Supervisor, Water Quality, Waste Water Treatment Facility Operator, Servicing and Repairing Sanitary Waste Treatment Facilities, FAME, Water Pollution Control Facilities, Tax Exemption for Pollution Control Facilities, Small Scale Wind.

(See Bureau entries for details)

**PUBLICATIONS:**

Guidance documents include short documents on a variety of laws, programs and environmental issues, and periodic publications, on timely topics of relatively narrow focus.

Study reports as directed by the Legislature.

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

**FINANCES, FISCAL YEAR 2019:** 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
SALARIES & WAGES	19,191,426	3,872,099	11,068,871		4,250,456	
HEALTH BENEFITS	6,557,618	1,322,363	3,797,812		1,437,443	
RETIREMENTS	4,828,044	949,884	2,841,797		1,036,363	
OTHER FRINGE BENEFITS	411,282	84,568	235,873		90,841	
COMPUTER SERVICES	1,524,471	593,425	896,381	4,408	30,257	
CONTRACTUAL SERVICES	9,608,372	674,670	8,246,398	9,753	677,551	
RENTS	1,122,611	165,248	887,888	3,239	66,236	
COMMODITIES	459,455	51,768	302,898	14,298	90,491	
GRANTS, SUBSIDIES, PENSIONS	12,364,810	1,654,500	8,063,450		1,466,343	1,180,517
EQUIPMENT	346,772	60,000	266,772		20,000	
TRANSFER TO OTHER FUNDS	1,530,144		1,201,902	1,354	326,888	
<b>TOTAL EXPENDITURES</b>	<b>57,945,005</b>	<b>9,428,525</b>	<b>37,810,042</b>	<b>33,052</b>	<b>9,492,869</b>	<b>1,180,517</b>

DEPARTMENT OF ENVIRONMENTAL PROTECTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	6,054,634		3,201,143		2,853,491	
HEALTH BENEFITS	2,096,101		1,151,631		944,470	
RETIREMENTS	1,483,765		791,671		692,094	
OTHER FRINGE BENEFITS	125,446		65,711		59,735	
COMPUTER SERVICES	109,882		79,729		30,153	
CONTRACTUAL SERVICES	1,361,162		916,593		444,569	
RENTS	260,948		198,114		62,834	
COMMODITIES	97,343		23,573		73,770	
GRANTS, SUBSIDIES, PENSIONS	4,931,552		3,950,414		981,138	
EQUIPMENT	82,338		82,338			
TRANSFER TO OTHER FUNDS	494,277		274,155		220,122	
<b>TOTAL EXPENDITURES</b>	<b>17,097,448</b>		<b>10,735,072</b>		<b>6,362,376</b>	

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF AIR QUALITY**  
**JEFF CRAWFORD, BUREAU DIRECTOR**

*Central Office* AMHI TYSON BLDG, AUGUSTA, ME 04330  
*Mail Address* 17 STATE HOUSE STATION, AUGUSTA, ME 04333      *FAX* (207) 287-7641  
*Established* 1972      *Telephone* (207) 287-7647  
*Reference Policy Area* 04   *Umbrella* 06   *Unit* 096A   *Citation* T0038   *M.R.S.A., Sect.* 000000581  
*Average Counts-All Positions* 16.000      *Legislative Count* 16.00

**PURPOSE:**

The Bureau of Air Quality implements state air pollution laws and the federal Clean Air Act. The Bureau issues air emission licenses, assesses ambient air impacts from emissions, ensures compliance with state and federal air emission regulations, monitors ambient air quality, and manages data systems to measure environmental impacts and program performance.

**ORGANIZATION:**

The Bureau of Air Quality (BAQ) is comprised of two divisions: the Division of Air Quality Assessment and the Division of Licensing and Compliance.

**PROGRAM:**

The Division of Air Quality Assessment is responsible for all ambient air quality monitoring conducted and the data collected throughout the State, which is carried out by the 4 regional offices in Presque Isle, Bangor, Augusta and Portland. The data obtained is submitted to EPA, is used for issuing BAQ's daily air quality forecasts, making attainment demonstrations and tracking trends, among other multiple uses. The Division is also responsible for the operation of the Air Laboratory that supports the monitoring program by performing various analyses of collected air samples, conducting performance audits of all monitoring equipment, the creation and/or upkeep of the Division's QAPPs and SOPs, and managing and maintaining the monitoring program's and Air Lab's data management systems and their applications. The Division also: performs sophisticated technical analyses of a variety of complicated data sets, draft regulatory proposals and final promulgations; and provides comments, notes potential issues and makes recommendations to Division and Bureau management based on results of, and conclusions from, completed assessments.

The Division of Licensing and Compliance is currently made up of four sections, the Licensing Section, the Compliance Section, the Enforcement Section, and the Mobile Sources Section. The Licensing Section is primarily responsible for reviewing applications from facilities that are required to obtain air emission licenses and writing the licenses to include state and federal requirements to which each facility is subject. The Compliance Section is primarily responsible for evaluating the compliance status of regulated facilities. The Enforcement Section is primarily responsible for determining and implementing the appropriate enforcement action for any non-compliance events. The Mobile Sources Section is primarily responsible for determining compliance with Maine's laws and regulations relative to mobile sources, including the motor vehicle inspection and maintenance program, the sale of motor vehicles that meet California emission standards, and the heavy-duty diesel truck emission standards.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**FINANCES, FISCAL YEAR 2019:** 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>	<b>FUNDS</b>	<b>FUND</b>					
SALARIES & WAGES	757,389	663,930				93,459	
HEALTH BENEFITS	261,700	223,624				38,076	
RETIREMENTS	187,135	164,988				22,147	
OTHER FRINGE BENEFITS	15,269	13,459				1,810	
COMPUTER SERVICES	5,852	1,444			4,408		
CONTRACTUAL SERVICES	60,734	25,414			9,753	25,567	
RENTS	24,567	18,350			3,239	2,978	
COMMODITIES	37,840	11,951			14,298	11,591	
GRANTS, SUBSIDIES, PENSIONS	138,562					138,562	
EQUIPMENT	20,000					20,000	
TRANSFER TO OTHER FUNDS	9,698				1,354	8,344	
<b>TOTAL EXPENDITURES</b>	<b>1,518,746</b>	<b>1,123,160</b>			<b>33,052</b>	<b>362,534</b>	

**LAND RESOURCES**

**NICK LIVESAY, BUREAU DIRECTOR**

*Central Office* RAY BLDG, AUGUSTA, ME 04330

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

*Established* 2015

*Reference Policy Area* 04 *Umbrella* 06 *Unit* 096C *Citation*

*Average Counts-All Positions* 28.000

*FAX*

*Telephone* (207) 530-0965

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

*Legislative Count* 28.00

**PURPOSE:**

The Bureau of Land Resources is responsible for: administering environmental laws designed to protect and improve the quality of Maine's land resources; reviewing land development projects that may have an adverse impact on the natural environment and protected natural resources; and providing a coordinated approach to environmental stewardship in managing resources utilized in our daily lives.

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; Maine Metallic Mineral Mining Act; Maine Wind Energy Act; and state water quality laws.

The Bureau receives some federal funding under The Coastal Zone Management Act in return for state-level administration of the state's core environmental laws. The Bureau is also responsible for the completion of Federal Consistency reviews in conjunction with the Maine Coastal Program at the Maine Department of Marine Resources.

**ORGANIZATION:**

The Bureau includes the Land Division and three programs: Hydropower, Mining, and Shoreland Zoning.

**PROGRAM:**

The Land Division reviews permit applications primarily under the Site Location of Development Act, the Natural Resources Protection Act, and the Stormwater Management Law. The hydropower program reviews permit applications under the Maine Waterway Development and Conservation Act and issues water quality certifications to hydropower facilities. The mining program oversees the regulation of borrow pits, quarries, and metallic mineral mines. The shoreland zoning program assists municipalities with implementation of the Shoreland Zoning Act. Staff within the Bureau are responsible for licensing, complaint resolution, compliance inspections, education and outreach, and enforcement actions.



DEPARTMENT OF ENVIRONMENTAL PROTECTION

**LICENSES:**

Site Location of Development permits; Natural Resources Protection Act permits; Stormwater Management Law permits; Maine Construction General Permits; Borrow, Clay, Topsoil, Silt and Quarry notices; 401 Water Quality Certifications; Coastal Zone Management Consistency Determinations; Hydropower Permits; and Shoreland Zoning Municipal Ordinance Approvals.

**PUBLICATIONS:**

Representative list. More at [www.maine.gov/dep](http://www.maine.gov/dep)  
 Maine Erosion and Sedimentation Control BMPs  
<http://www.maine.gov/dep/land/erosion/escbmps/index.html>  
 Maine Shoreland Zoning - A Handbook for Shoreland Owners  
<http://www.maine.gov/dep/land/slz/citizenguide.pdf>  
 Maine Stormwater BMP Manual  
<http://www.maine.gov/dep/land/stormwater/stormwaterbmps/index.html>

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LAND RESOURCES	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,267,838	1,109,218			158,620	
HEALTH BENEFITS	470,462	407,168			63,294	
RETIREMENTS	308,277	269,730			38,547	
OTHER FRINGE BENEFITS	28,529	24,992			3,537	
COMPUTER SERVICES	8	8				
CONTRACTUAL SERVICES	39,539	39,539				
RENTS	58,511	58,511				
COMMODITIES	1,942	1,942				
GRANTS, SUBSIDIES, PENSIONS	1,143,679					1,143,679
TRANSFER TO OTHER FUNDS	11,260				11,260	
<b>TOTAL EXPENDITURES</b>	<b>3,330,045</b>	<b>1,911,108</b>			<b>275,258</b>	<b>1,143,679</b>

**OFFICE OF THE COMMISSIONER  
 GERALD REID, COMMISSIONER**

*Central Office* AMHI RAY BLDG, AUGUSTA, ME 04330  
*Mail Address* 17 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-2814  
*Established* 2004 *Telephone* (207) 287-2812  
*Reference Policy Area* 04 *Umbrella* 06 *Unit* 096F *Citation* T0038 *M.R.S.A., Sect.* 000000342  
*Average Counts-All Positions* 29.500 *Legislative Count* 29.50

**PURPOSE:**

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

**ORGANIZATION:**

The Office of the Commissioner consists of the Commissioner, Deputy Commissioner, Office of Policy Services, Office of Innovation and Assistance, and Office of Education and Outreach.

**PROGRAM:**

The Office of Policy Services: oversees rule making and enforcement activities; 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

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Leader programs.

The Office of Education and Outreach develops and coordinates departmental communications and legislative and outreach initiatives. Staff provide the central point of contact for legislators, 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,710,898	403,970	1,306,928			
HEALTH BENEFITS	520,634	99,713	420,921			
RETIREMENTS	446,033	90,036	355,997			
OTHER FRINGE BENEFITS	40,749	12,568	28,181			
COMPUTER SERVICES	1,326,192	585,364	740,828			
CONTRACTUAL SERVICES	1,667,538	230,370	1,437,168			
RENTS	31,571	363	31,208			
COMMODITIES	24,386	216	24,170			
TRANSFER TO OTHER FUNDS	185,331		185,331			
<b>TOTAL EXPENDITURES</b>	<b>5,953,332</b>	<b>1,422,600</b>	<b>4,530,732</b>			

**BOARD OF ENVIRONMENTAL PROTECTION**

**MARK C. DRAPER, CHAIR**  
**CYNTHIA BERTOCCI, EXECUTIVE ANALYST**

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

**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 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 and the Board Clerk. 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. 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 holds meetings and hearings in Augusta on the first and third Thursdays of each month to undertake its work including rulemaking, consideration

DEPARTMENT OF ENVIRONMENTAL PROTECTION

of appeals of Commissioner licensing or enforcement actions, and review of applications of statewide significance. Additional meetings and hearings are scheduled by the Board as needed to address pending matters. The Board's agenda and the documents presented for Board consideration and decision are available on-line for public review prior to each board meeting, and the Board provides live audio-streaming of its proceedings.  
[\[http://www.maine.gov/dep/bep/index.htm\]](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 the Board shall decide applications for projects determined to be 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 online at [\[http://www.maine.gov/dep/bep/index.htm\]](http://www.maine.gov/dep/bep/index.htm).

**FINANCES, FISCAL YEAR 2019:** 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	142,152		142,152			
HEALTH BENEFITS	36,027		36,027			
RETIREMENTS	39,686		39,686			
OTHER FRINGE BENEFITS	1,975		1,975			
COMPUTER SERVICES	18		18			
CONTRACTUAL SERVICES	22,869		22,869			
RENTS	7,299		7,299			
COMMODITIES	2,838		2,838			
TRANSFER TO OTHER FUNDS	5,993		5,993			
<b>TOTAL EXPENDITURES</b>	<b>258,857</b>		<b>258,857</b>			

**BUREAU OF WATER QUALITY**

**BRIAN KAVANAH, DIRECTOR**

*Central Office* AMHI RAY BLDG, AUGUSTA, ME 04330  
*Mail Address* 17 STATE HOUSE STATION, AUGUSTA, ME 04333  
*Established* 1994  
*Reference* Policy Area 04 Umbrella 06 Unit 096B Citation  
*Average Counts-All Positions* 39.000  
*FAX* (207) 287-7191  
*Telephone* (207) 287-7700  
*M.R.S.A., Sect.*  
*Legislative Count* 39.00

**PURPOSE:**

The Bureau of Water Quality is responsible for administering environmental laws designed to improve and protect the quality of Maine's water resources. The Bureau administers 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 that assists with state-level administration of those core laws.

**ORGANIZATION:**

There are two divisions in this bureau: the Division of Water Quality Management and the Division of Environmental Assessment.

**PROGRAM:**

The Water Quality Management Division regulates the discharge of pollutants to surface or ground waters of the State as authorized under the States' Protection and Improvement of Waters Law and the Federal Clean Water Act. Activities

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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. Also included are: 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 development of the biennial Integrated Water Quality Monitoring and Assessment Report, Surface Water Ambient Toxics Monitoring Program, the Dioxin Monitoring Program, the Lakes Program, 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 PDES permits; Certificates of Tax Exemptions; 401 Water Quality Certifications.

**PUBLICATIONS:**

A variety of publications can be found here:  
<https://www.maine.gov/dep/land/watershed/materials.html>

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF WATER QUALITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,253,519	1,324,047	849,147		80,325	
HEALTH BENEFITS	772,886	470,619	277,998		24,269	
RETIREMENTS	552,233	325,230	207,699		19,304	
OTHER FRINGE BENEFITS	45,867	26,638	17,636		1,593	
COMPUTER SERVICES	6,980	6,555	425			
CONTRACTUAL SERVICES	442,985	327,438	106,784		8,763	
RENTS	79,142	71,109	8,033			
COMMODITIES	22,992	19,910	3,082			
GRANTS, SUBSIDIES, PENSIONS	3,471,462	154,500	2,933,481		346,643	36,838
EQUIPMENT	18,114		18,114			
TRANSFER TO OTHER FUNDS	68,456		62,730		5,726	
<b>TOTAL EXPENDITURES</b>	<b>7,734,636</b>	<b>2,726,046</b>	<b>4,485,129</b>		<b>486,623</b>	<b>36,838</b>

**BUREAU OF REMEDIATION AND WASTE MANAGEMENT**  
**DAVID BURNS, BUREAU DIRECTOR**

Central Office AMHI RAY BLDG, AUGUSTA, ME 04330  
 Mail Address 17 STATE HOUSE STATION, AUGUSTA, ME 04333  
 Established 1980  
 Reference Policy Area 04 Umbrella 06 Unit 096D Citation  
 Average Counts-All Positions 130.308

FAX (207) 287-7826  
 Telephone (207) 287-7890  
 M.R.S.A., Sect.  
 Legislative Count 130.00

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### **PURPOSE:**

The Bureau of Remediation and Waste Management administers Maine's oil, hazardous material, and solid waste management programs, including: emergency response for oil and hazardous materials spills; regulation of underground piping associated with aboveground storage tanks 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; and implementation of the Brownfields and Voluntary Response Action Programs. The Bureau also manages the Maine Ground and Surface Waters Clean-Up and Response Fund, the Maine Hazardous Waste Fund, the Uncontrolled Sites Fund, and the Solid Waste Management Fund, as well as bond accounts for uncontrolled sites and landfill closure. The Bureau provides staff support to the Clean-up and Response Fund Review Board and the Board of Underground Storage Tank Installers.

### **ORGANIZATION:**

The Bureau of Remediation and Waste Management consists of five divisions: Materials Management, Petroleum Management, Remediation, Response Services, and Technical Services. Each of these divisions is described in more detail below.

### **PROGRAM:**

The Division of Materials Management is responsible for regulatory oversight, assistance, and outreach concerning liquid residuals and solid and hazardous waste facilities and activities. The Division supports and encourages the handling of materials in ways that are consistent with Maine's solid waste management hierarchy. The Division also administers Maine's bottle bill law and regulations.

The Division of Petroleum Management is responsible for regulatory oversight, assistance, and outreach for petroleum facilities (such as oil terminals), underground piping associated with aboveground storage tanks, and underground storage tank facilities. The Division is responsible for investigating and mitigating risks posed by the release of petroleum. The Division processes applications from owners and operators of underground oil storage facilities to the Maine Ground and Surface Waters Clean-up and Response Fund.

The Division of Remediation investigates and mitigates risks posed by uncontrolled hazardous substance sites. The Division coordinates with the U.S. Environmental Protection Agency and the Department of Defense on the investigation and clean-up of federal Superfund sites and formerly used defense sites in Maine. The Division administers the lead and asbestos abatement programs. This division is also responsible for reimbursing municipalities for the State share of closure costs at former solid waste landfills, and investigating and 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 federal 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, radiation, 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 is also responsible for regulatory oversight, assistance, and outreach for active solid waste landfills.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**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; Lead Abatement Certification; Redemption Center Licenses; Initiator of Deposit Licenses; and Registration of Labels and Beverage Containers.

**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/publications/index.html>.

**FINANCES, FISCAL YEAR 2019:** 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		SPECIAL REVENUE FUNDS		HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	GENERAL FUND	FUND	GENERAL FUND	FUND			
SALARIES & WAGES	7,004,994	370,933	5,569,501			1,064,560	
HEALTH BENEFITS	2,399,805	121,238	1,911,234			367,333	
RETIREMENTS	1,810,916	99,901	1,446,744			264,271	
OTHER FRINGE BENEFITS	153,445	6,910	122,369			24,166	
COMPUTER SERVICES	75,540	54	75,382			104	
CONTRACTUAL SERVICES	6,013,545	51,909	5,762,985			198,651	
RENTS	660,572	16,915	643,234			423	
COMMODITIES	272,114	17,749	249,235			5,130	
GRANTS, SUBSIDIES, PENSIONS	2,679,556	1,500,000	1,179,556				
EQUIPMENT	226,320	60,000	166,320				
TRANSFER TO OTHER FUNDS	755,131		673,694			81,437	
<b>TOTAL EXPENDITURES</b>	<b>22,051,938</b>	<b>2,245,609</b>	<b>17,800,254</b>			<b>2,006,075</b>	

**BOARD OF UNDERGROUND STORAGE TANK INSTALLERS  
WILLIAM CARVER, CHAIR**

Central Office 28 TYSON DR, 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) 287-7826  
 Telephone (207) 287-7688  
 M.R.S.A., Sect. 000010003

**PURPOSE:**

The Board of Underground Storage Tank Installers (Board) was established under 32 MRSA §§10001-10016 to: safeguard public health, safety and welfare; to protect the public from incompetent and unauthorized persons performing work in this field; to ensure the highest degree of professional conduct on the part of underground oil storage tank installers and inspectors; and to ensure 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 or an underground tank installer or inspector; one from the Maine Fire Chiefs Association; and two members of the public. The Department provides staff support to the Board.

**PROGRAM:**

The Board offers initial and final examinations to applicants interested in

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

becoming certified as underground storage tank installers or inspectors. Since the inception of the program in 1985, approximately 295 individuals have been certified to install or inspect underground oil storage tanks. There are currently 72 certified underground storage tank installers and 54 underground storage tank inspectors in Maine.

The Board also grants continuing education credits for underground storage tank installers and inspectors. In the past fiscal year, (2019) 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 173 people attending (101 were certified underground tank installers or inspectors). Topics included the CLD Series Portable Containment Sump Tester, Chapter 691 Regulations updates, Sump Testing and Management of Sump Test Waters, Back to Basics, Air Monitoring, Developing Site Safety Plans for tank removals (Group Exercise), DRI-Sump Containment Tightness Testing Method, DP Leak Containment Testing Technology, and Wastewater Treatment Tanks.

The third responsibility of the Board is taking disciplinary actions against underground storage tank installers or inspectors who allegedly violate Board and Department rules. No enforcement referrals were received by the Board for 2019.

### **LICENSES:**

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

### **PUBLICATIONS:**

Annual Report to the Commissioner, Department of Environmental Protection  
Annual Report to the Secretary of State's Bureau of Corporations, Elections, and Commissions

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**(OFFICE OF) GOVERNOR  
JANET T. MILLS, GOVERNOR**

*Central Office* STATE HOUSE, AUGUSTA, ME 04333  
*Mail Address* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX* (207) 287-1034  
*Established* 1920 *Telephone* (207) 287-3531  
*Reference Policy Area* 00 *Umbrella* 07 *Unit* 102 *Citation* T0002 *M.R.S.A., Sect.* 000000001  
*Average Counts-All Positions* 45.184 *Legislative Count* 44.50

**Units:**

*GOVERNOR'S OFFICE OF COMMUNICATIONS*  
*GOVERNOR'S ENERGY OFFICE*  
*GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY*

*GOVERNOR'S SELECT COMMITTEE ON JUDICIAL  
APPOINTMENTS  
(OFFICE OF) PUBLIC ADVOCATE*

**PURPOSE:**

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

**PROGRAM:**

In addition to providing for its own staff support, the {Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve the relationship between the state government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the {Office of) Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide staff support to the Governor as she 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; 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; maintains House offices for the Governor; displays the mansion during public visiting hours; and assists 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 2019:** 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	3,560,160	2,505,059	860,218		194,883	
HEALTH BENEFITS	814,397	532,054	230,572		51,771	
RETIREMENTS	678,305	399,832	222,327		56,146	
OTHER FRINGE BENEFITS	96,029	70,011	21,748		4,270	
COMPUTER SERVICES	146,921	129,566	14,715		2,640	
CONTRACTUAL SERVICES	1,538,453	577,163	779,685		181,605	
RENTS	69,114	22,651	46,463			
COMMODITIES	139,002	122,266	13,909		2,827	
GRANTS, SUBSIDIES, PENSIONS	423,676	377,463			46,213	
TRANSFER TO OTHER FUNDS	31,636		18,744		12,892	
<b>TOTAL EXPENDITURES</b>	<b>7,497,693</b>	<b>4,736,065</b>	<b>2,208,381</b>		<b>553,247</b>	

(OFFICE OF) GOVERNOR	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	2,505,059	2,505,059				
HEALTH BENEFITS	532,054	532,054				
RETIREMENTS	399,832	399,832				
OTHER FRINGE BENEFITS	70,011	70,011				
COMPUTER SERVICES	129,566	129,566				
CONTRACTUAL SERVICES	618,482	577,163	41,319			
RENTS	22,651	22,651				
COMMODITIES	131,046	122,266	8,780			
GRANTS, SUBSIDIES, PENSIONS	417,405	377,463			39,942	
<b>TOTAL EXPENDITURES</b>	<b>4,826,106</b>	<b>4,736,065</b>	<b>50,099</b>		<b>39,942</b>	

**GOVERNOR'S OFFICE OF COMMUNICATIONS  
SCOTT OGDEN, DIRECTOR**

*Central Office* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001  
*Mail Address* 1 STATE HOUSE STATION, AUGUSTA, ME 04333-0001 *FAX* (207) 287-1034  
*Established* 2011 *Telephone* (207) 287-5086  
*Reference Policy Area* 00 *Umbrella* 07 *Unit* 662 *Citation* T0002 *M.R.S.A., Sect.* 00000010

**PURPOSE:**

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

**ORGANIZATION:**

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

**PROGRAM:**

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

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

**GOVERNOR'S ENERGY OFFICE**  
**DAN BURGESS, 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) 624-7449  
*Reference Policy Area* 00 *Umbrella* 07 *Unit* 647 *Citation* T0002 *M.R.S.A., Sect.* 000000009  
*Average Counts-All Positions* 3.000 *Legislative Count* 3.00

**PURPOSE:**

The Governor's Energy Office (GEO) was created to form 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.

EXECUTIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2019:** 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	219,483		24,600		194,883	
HEALTH BENEFITS	55,088		3,317		51,771	
RETIREMENTS	63,233		7,087		56,146	
OTHER FRINGE BENEFITS	4,668		398		4,270	
COMPUTER SERVICES	6,092		3,452		2,640	
CONTRACTUAL SERVICES	195,818		14,213		181,605	
COMMODITIES	2,827				2,827	
GRANTS, SUBSIDIES, PENSIONS	6,271				6,271	
TRANSFER TO OTHER FUNDS	14,276		1,384		12,892	
<b>TOTAL EXPENDITURES</b>	<b>567,756</b>		<b>54,451</b>		<b>513,305</b>	

**GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY  
VACANT, 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 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 is 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

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

**JOHN A. HOBSON, ESQ., 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.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**(OFFICE OF) PUBLIC ADVOCATE**

**BARRY J HOBBS, PUBLIC ADVOCATE**  
**SHAREEN G THOMPSON, SPECIAL ASSISTANT TO PA**

*Central Office* 103 WATER STREET, 3RD FLOOR, HALLOWELL, ME 04347  
*Mail Address* 112 STATE HOUSE STATION, AUGUSTA, ME 04333-0112 *FAX* (207) 287-4300  
*Established* 1981 *Telephone* (207) 624-3687  
*Reference Policy Area* 00 *Umbrella* 07 *Unit* 413 *Citation* T0035A *M.R.S.A., Sect.* 000001701  
*Average Counts-All Positions* 9.000 *Legislative Count* 9.00

**PURPOSE:**

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

In 2019, the Office of Public Advocate completed its 38th year of advocacy on behalf of utility customers before the Public Utilities Commission. During the past 38 years, the Public Advocate has saved ratepayers more than \$587 million through its advocacy and negotiations.

**ORGANIZATION:**

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

P.L. 2019, c. 298 establishes the position of Nonwires Alternative (NWA) Coordinator in the Office of the Public Advocate. The law requires the Public Advocate to hire a consultant to be the Non-Wires Alternatives Coordinator. The Coordinator will be responsible for reviewing utility proposals for significant transmission and distribution investments and developing cost-effective NWAs.

In addition to the Public Advocate, the Office currently employs 7 staff members

EXECUTIVE DEPARTMENT

(3 support staff and 4 attorneys), and currently has 2 vacancies. P.L. 2019, c. 226 increased the authorized number of employees of the OPA from 9 to 10, and replaced a Research Assistant position with an Economic Analyst position.

The Office also uses expert witness consultants in technically or financially complicated cases. The Public Advocate is appointed by the Governor and confirmed by the Legislature.

**PUBLICATIONS:**

Guidelines for Consumer Participation in Public Hearings Held by the Maine Public Utilities Commission (no charge)

Annual Report to the Joint Standing Committee on Energy, Utilities and Technology of the Legislature - August 1, 2019 (no charge)

OPA Bi-Weekly Highlights, an electronic newsletter to consumers providing highlights on activities in various utility cases (no charge)

Ratewatcher - telecommunications guide covering telephone, internet, VOIP, and cell services in Maine for consumers (no charge)

Electricity Guide - periodic guide produced to address current questions and topics relevant to residential customers (no charge)

**FINANCES, FISCAL YEAR 2019:** 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	835,618		835,618			
HEALTH BENEFITS	227,255		227,255			
RETIREMENTS	215,240		215,240			
OTHER FRINGE BENEFITS	21,351		21,351			
COMPUTER SERVICES	11,263		11,263			
CONTRACTUAL SERVICES	724,153		724,153			
RENTS	46,463		46,463			
COMMODITIES	5,129		5,129			
TRANSFER TO OTHER FUNDS	17,359		17,359			
<b>TOTAL EXPENDITURES</b>	<b>2,103,831</b>		<b>2,103,831</b>			

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**JEANNE M. LAMBREW, COMMISSIONER**

*Central Office* 109 CAPITOL 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* T0022A *M.R.S.A., Sect.* 000000201

*Average Counts-All Positions* 3217.863

*Legislative Count* 3217.00

**Units:**

*OFFICE OF CHILD AND FAMILY SERVICES*

*FINANCE*

*DIVISION OF DISEASE PREVENTION*

*OFFICE OF MAINECARE SERVICES*

*OFFICE OF DATA, RESEARCH AND VITAL STATISTICS*

*OFFICE OF AGING AND DISABILITY SERVICES*

*DIVISION OF DISABILITY DETERMINATION SERVICES*

*OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES*

*DIVISION OF DISEASE SURVEILLANCE*

*MAINE PUBLIC DRINKING WATER COMMISSION*

*DOROTHEA DIX PSYCHIATRIC CENTER*

*DISTRICT OPERATIONS*

*OFFICE FOR FAMILY INDEPENDENCE*

*RIVERVIEW PSYCHIATRIC CENTER*

*MAINE CENTER FOR DISEASE CONTROL AND PREVENTION*

*SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD*

*DIVISION OF ENVIRONMENTAL AND COMMUNITY HEALTH*

**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) Maine children grow up in safe, healthy, and supportive environments, allowing them to thrive throughout their lives; (b) All adults have the opportunity to work, live with independence, and have good health; and (c) Older Mainers live with dignity in the place that balances their needs and preferences.

**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 use 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

DEPARTMENT OF HEALTH AND HUMAN SERVICES

at <http://www.maine.gov/dhhs>.

**FINANCES, FISCAL YEAR 2019:** 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	148,893,013	73,277,886	55,467,707		20,147,420	
HEALTH BENEFITS	54,969,200	30,134,819	17,085,446		7,748,935	
RETIREMENTS	36,694,852	20,385,159	11,366,672		4,943,021	
OTHER FRINGE BENEFITS	3,286,810	1,805,108	1,047,556		434,146	
COMPUTER SERVICES	53,188,465	16,990,799	11,102,774		25,094,892	
CONTRACTUAL SERVICES	188,427,430	86,258,324	23,237,316		78,931,790	
RENTS	11,566,003	7,151,188	3,376,573		1,038,242	
COMMODITIES	17,099,173	3,386,746	12,782,688		929,739	
GRANTS, SUBSIDIES, PENSIONS	3,475,874,851	991,660,790	408,495,118		2,075,718,943	
EQUIPMENT	41,111				41,111	
TRANSFER TO OTHER FUNDS	8,770,352	324,368	3,828,290		4,617,694	
COST OF GOODS SOLD						
<b>TOTAL EXPENDITURES</b>	<b>3,998,811,260</b>	<b>1,231,375,187</b>	<b>547,790,140</b>		<b>2,219,645,933</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES	TOTAL FOR					
	ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	280,081	280,081				
HEALTH BENEFITS	88,158	88,158				
RETIREMENTS	80,050	80,050				
OTHER FRINGE BENEFITS	6,184	6,184				
COMPUTER SERVICES	101,363	101,363				
CONTRACTUAL SERVICES	1,298,232	1,298,232				
RENTS	30,454	30,454				
COMMODITIES	12,278	12,278				
GRANTS, SUBSIDIES, PENSIONS	4,202,550	2,544,552	1,657,998			
<b>TOTAL EXPENDITURES</b>	<b>6,099,350</b>	<b>4,441,352</b>	<b>1,657,998</b>			

**OFFICE OF CHILD AND FAMILY SERVICES**

**TODD A. LANDRY, 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) 624-7900  
 Reference Policy Area 05 Umbrella 10 Unit 148 Citation T0022 M.R.S.A., Sect. 000005308  
 Average Counts-All Positions 122.500 Legislative Count 122.50

**PURPOSE:**

The Office of Child and Family Services (OCFS) seeks to serve and protect Maine's vulnerable children and families. OCFS has two primary priorities: ensuring the safety of all youth and assisting youth to become productive community members. OCFS supports Maine's children and their families by providing child developmental and behavioral health, child welfare and community services.

**ORGANIZATION:**

OCFS administers and monitors both direct and community-based services throughout the State. OCFS is structured into eight district offices reporting to a central administrative office and provides services from Eliot to Fort Kent. In addition, OCFS manages a statewide 24/7 child abuse hotline that operates in Augusta.

**PROGRAM:**

Child Welfare - This program seeks safety, well-being and permanent homes for children while working with professionalism and respecting the dignity of all families. Child abuse reports are investigated on behalf of Maine communities,

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

working to keep children safe and to guide families in creating safe homes for children. OCFS seeks to promote the health, well-being and safety of children and families by reducing the risk and effect of adverse childhood experiences (such as neglect, trauma or exposure to violence). Services focus on increasing protective factors such as health, education, safety promotion, social connections and family strengthening supports. Services include Domestic Violence and Sexual Assault supports. This program also oversees the Foster Home Licensing program, Homeless Youth Services, child abuse prevention services and statewide Child Welfare Policy and Training development.

Child Developmental and Behavioral Health - This program provides behavioral health treatment and services for children from birth up to age 21. OCFS provides oversight and policy management for MaineCare services related to children and youth with developmental disabilities/delays, intellectual disabilities, autism spectrum disorders and mental health disorders. This program also oversees Child Care, Head Start and Food Subsidy.

Technology & Support- This program performs a variety of functions that assist the Department of Health and Human Services/OCFS managers, supervisors and field staff in managing their performance, as well as programs that provide oversight of contracted services that assist the children and families served. Its mission is to provide efficient, effective and quality services in the areas of administration, financial service, contract oversight and management, quality improvement programing and information services to all OCFS programs.

**FINANCES, FISCAL YEAR 2019:** 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>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	5,456,175	4,017,767	939,086		499,322	
HEALTH BENEFITS	2,036,443	1,423,618	380,638		232,187	
RETIREMENTS	1,347,638	971,708	254,456		121,474	
OTHER FRINGE BENEFITS	116,666	84,410	21,906		10,350	
COMPUTER SERVICES	1,844,052	1,383,383	419,874		40,795	
CONTRACTUAL SERVICES	13,301,955	8,431,099	718,435		4,152,421	
RENTS	540,358	311,409	121,045		107,904	
COMMODITIES	343,197	282,170	48,017		13,010	
GRANTS, SUBSIDIES, PENSIONS	179,929,285	131,285,806	3,297,345		45,346,134	
TRANSFER TO OTHER FUNDS	399,808		143,663		256,145	
<b>TOTAL EXPENDITURES</b>	<b>205,315,577</b>	<b>148,191,370</b>	<b>6,344,465</b>		<b>50,779,742</b>	

**DIVISION OF DISEASE PREVENTION  
DENISE OSGOOD, 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) 287-4064  
*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144F *Citation* T0022A *M.R.S.A., Sect.* 000000201  
*Average Counts-All Positions* 17,000 *Legislative Count* 17.00

**PURPOSE:**

The Division of Disease Prevention (DDP) promotes health and disease reduction in the following program areas: Tobacco and Substance Use Prevention and Control (inclusive of Adolescent Health & Injury Prevention), Maternal and Child Health, Chronic Disease Prevention and Control and the Women, Infants & Children (WIC) Nutrition Program. The DDP 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.

**ORGANIZATION:**

The Office is organized under the Maine Center for Disease Control and Prevention.



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**PROGRAM:**

The Tobacco and Substance Use Prevention and Control Program works to decrease the initiation of tobacco and substance use among Maine's youth and young adult population as well as promote adolescent health and injury prevention. The Program works to decrease health costs and increase quality of life by providing information and support to individuals in making healthy choices regarding tobacco, substance use and injury prevention. The Program provides funding to local communities for these efforts through the Maine Prevention Services initiative. State and local providers implement training on best-practice, public education/outreach and strategies including environmental change, education and information dissemination. 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 addiction to tobacco and other substances as well as preventing injuries.

The Maternal and Child Health (MCH) Program works to improve the health of the 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 by direct funding of services to community-based partners and public health nursing services. Data collection, analysis and dissemination are program aspects 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, obesity, diabetes and cardiovascular diseases). The Program develops and applies collaborative strategies to improve the health of Maine people by: mobilizing partners to support evidence-based prevention efforts; gathering and disseminating data to drive healthy decision making; empowering patients to self-manage chronic disease; promoting evidence-based guidelines to strengthen health care systems; linking health care systems with community resources; increasing access to screening of early detectable chronic diseases; and promoting evidence-based screening recommendations.

The Women, Infants and Children (WIC) Nutrition Program, funded by the United States Department of Agriculture (USDA), is a supplemental nutrition program for pregnant, breastfeeding or postpartum women and infants and children from birth to five years. WIC counselors provide growth assessment, health screening, breastfeeding promotion and support and referrals, along with individualized nutritious food benefits, to over 19,000 Maine participants. WIC services are available for families whose income is less than or equal to income guidelines established for the program by USDA. WIC food benefits follow federal regulations, which are based on nutrition research as well as recommendations from the National Academies of Science. Program goals include positive pregnancy outcomes and optimal growth for infants and children.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISEASE PREVENTION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	580,085				580,085	
HEALTH BENEFITS	202,926				202,926	
RETIREMENTS	139,361				139,361	
OTHER FRINGE BENEFITS	12,704				12,704	
COMPUTER SERVICES	37,394				37,394	
CONTRACTUAL SERVICES	922,643				922,643	
RENTS	16,985				16,985	
COMMODITIES	5,982				5,982	
GRANTS, SUBSIDIES, PENSIONS	4,767,863				4,767,863	
TRANSFER TO OTHER FUNDS	63,436				63,436	
<b>TOTAL EXPENDITURES</b>	<b>6,749,379</b>				<b>6,749,379</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**OFFICE OF DATA, RESEARCH AND VITAL STATISTICS**

**JAMES MARKIEWICZ, DIRECTOR**  
**KIM HAGGAN, STATE REGISTRAR**

*Central Office* 220 CAPITOL STREET, AUGUSTA, ME 04333-0011

*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-1093

*Established* 1992

*Telephone* (207) 287-3771

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 146 *Citation* T0022 *M.R.S.A., Sect.* 000002701

**PURPOSE:**

The Office of Data, Research and Vitals Statistics, included within the Division of Public Health Systems (DPHS) focuses on preserving and promoting public health through Public Health Emergency Preparedness; Data, Research and Vital Statistics; District Public Health; and Rural Health and Primary Care and Oral Health.

**ORGANIZATION:**

This office is organized under the Maine Center for Disease Control and Prevention within the Division of Public Health Systems.

**PROGRAM:**

Public Health Emergency Preparedness (PHEP)

PHEP is responsible for the planning, coordination and response to bioterrorism and other public health emergencies. PHEP works with multiple federal, state and local partners to protect the health and safety of all Maine people through the development and implementation of a coordinated, statewide protocol that assures the early detection, containment and management of public health emergency events.

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.

District Public Health

The Public Health District Liaisons are located within and across Maine's public health districts. The District Liaisons are charged with providing technical assistance, lines of communication and a quality feedback loop to strengthen and improve delivery and accountability of public health services at local and district levels (22 MRSA §412).

Rural Health and Primary Care Program and Oral Health

RHPC focuses on three core functions: collection and dissemination of information on rural health care issues and innovative approaches to health care in rural areas; coordination of rural health care activities; and providing technical assistance and educational opportunities to health care professionals, facilities, partners and other stakeholders.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**DIVISION OF DISABILITY DETERMINATION SERVICES**  
**SCOTT MACK, DIRECTOR**

Central Office CARLTON MILLS, 1705 US RTE 202, WINTHROP, ME 04364  
 Mail Address 116 STATE HOUSE STATION, AUGUSTA, ME 04333-0116 FAX (866) 652-7253  
 Established 1956 Telephone (207) 377-9500  
 Reference Policy Area 05 Umbrella 10 Unit 144Z Citation T0022A M.R.S.A., Sect. 000000201  
 Average Counts-All Positions 54.000 Legislative Count 54.00

**PURPOSE:**

To provide timely, accurate and fair disability decisions to Maine citizens filing under the Title II (coverage based) or Title XVI (low-income based) sections of the Social Security Act. In 2005, the responsibility for Disability Determination Services was assigned to the Office for Family Independence.

**ORGANIZATION:**

Disability Determination Services exists as a partnership between the State and federal governments. The agency had an operating budget of \$9.3 million for fiscal year 2019 and employs 54 people. The workforce includes disability claim examiners, physicians, psychologists and various administrative and support people. Oversight and funding are provided by the Social Security Administration.

**FINANCES, FISCAL YEAR 2019:** 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	2,117,623				2,117,623	
HEALTH BENEFITS	826,187				826,187	
RETIREMENTS	512,202				512,202	
OTHER FRINGE BENEFITS	42,627				42,627	
COMPUTER SERVICES	156,438				156,438	
CONTRACTUAL SERVICES	1,413,321				1,413,321	
RENTS	312,927				312,927	
COMMODITIES	14,158				14,158	
GRANTS, SUBSIDIES, PENSIONS	2,000,278				2,000,278	
TRANSFER TO OTHER FUNDS	177,296				177,296	
<b>TOTAL EXPENDITURES</b>	<b>7,573,057</b>				<b>7,573,057</b>	

**DIVISION OF DISEASE SURVEILLANCE**  
**ANN FARMER, DIRECTOR**

Central Office 286 WATER STREET, AUGUSTA, ME 04333-0011  
 Mail Address 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX (207) 287-8186  
 Established 1972 Telephone (207) 287-3600  
 Reference Policy Area 05 Umbrella 10 Unit 144V Citation T0022A M.R.S.A., Sect. 000000201

**PURPOSE:**

The Division of Disease Surveillance promotes and protects the health of Maine people through programs focusing on the surveillance, prevention, control and testing of infectious diseases and conditions.

**ORGANIZATION:**

The Office is organized under the Maine Center for Disease Control and Prevention.

**PROGRAM:**

The Division implements its mission through key programs: Infectious Disease

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Epidemiology Program, Infectious Disease Prevention Program, Maine Immunization Program, Environmental and Occupational Health Program, the State's Health and Environmental Testing Laboratory and coordination with Medical Epidemiology.

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 intervention strategies to reduce disease related morbidity and mortality. 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 Infectious Disease Prevention Program partners with community health professionals to prevent the transmission of diseases such as HIV, STD, TB and Viral Hepatitis infection through targeted outreach and testing services. The Program administers funds for medical case management for people living with HIV/AIDs and oversees 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 for full protection of all Maine people from vaccine preventable disease. Through cooperative partnerships with health practitioners and community members, the program provides: vaccines; comprehensive education and technical assistance; vaccine-preventable disease tracking and outbreak control; and population-based management tools. This Program manages universal immunization for insured or underinsured Maine children, as well as the federal Vaccines for Children Program while assuring compliance with federal guidelines.

The Environmental and Occupational Health Program (EOHP) implements legislative mandates in Environmental Health (22 MRSA, C.271), Childhood Lead Poisoning Prevention and Control (22 MRSA, C.252) and Occupational Disease Reporting (22 MRSA, C.259-A) to ensure that threats to the health of Maine people posed by natural phenomena or potentially toxic substances in the environment and workplace are identified, appropriately considered and responded to by those responsible for protecting public health and the environment. The program maintains systems to monitor health status; identifies and investigates health problems which may be related to environmental or occupational factors; advises state agencies regarding potential health implications of their actions; and provides information on preventative and corrective actions in the environmental health realm.

The Health and Environmental Testing Laboratory (HETL) is a state resource in the prevention, treatment and control of hazards that threaten the health of the community and environment. Core functions include: monitoring public and private water supplies for chemical and microbiological contaminants as 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 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.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF DISEASE SURVEILLANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
GRANTS, SUBSIDIES, PENSIONS	212,325		212,325			
TOTAL EXPENDITURES	212,325		212,325			

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**DOROTHEA DIX PSYCHIATRIC CENTER  
SARAH TAYLOR, SUPERINTENDENT**

Central Office 656 STATE STREET, BANGOR, ME 04401

Mail Address

Established 1985

Reference Policy Area 05 Umbrella 10 Unit 687

Average Counts-All Positions 203.000

FAX

Telephone (207) 941-4037

M.R.S.A., Sect. 000000208

Legislative Count 203.00

**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, community hospitals and private providers.

**ORGANIZATION:**

DDPC 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 is a 51-bed facility. The hospital is organized into major clinical, administrative and support service departments. DDPC has three inpatient treatment units, admitting approximately 94 people in fiscal year 2019. All three co-ed units provide both acute and non-acute levels of care. An additional 4th unit will open in fiscal year 2019-20. DDPC also has an Outpatient Services Program that serves not criminally responsible patients discharged into community settings and, on a rare occasion, civil patients when extenuating circumstances in the community indicate that only DDPC can provide the needed service in order to prevent re-hospitalization.

The two state psychiatric hospitals, DDPC and Riverview Psychiatric Center, work closely together to create efficiencies by sharing resources, processes and collaborating on admissions. 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.

**LICENSES:**

State of Maine Division of Licensing and Certification  
The Joint Commission  
Center for Medicaid and Medicare Services

**FINANCES, FISCAL YEAR 2019:** 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	11,062,085	2,687,773	8,374,312			
HEALTH BENEFITS	3,649,174	1,964,313	1,684,861			
RETIREMENTS	2,814,285	1,542,226	1,272,059			
OTHER FRINGE BENEFITS	284,632	151,497	133,135			
COMPUTER SERVICES	281,031	231,789	49,242			
CONTRACTUAL SERVICES	4,973,915	2,592,642	2,381,273			
RENTS	101,364	99,091	2,273			
COMMODITIES	1,185,439	942,271	243,168			
TRANSFER TO OTHER FUNDS	342,194		342,194			
<b>TOTAL EXPENDITURES</b>	<b>24,694,119</b>	<b>10,211,602</b>	<b>14,482,517</b>			

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**OFFICE FOR FAMILY INDEPENDENCE**

**ANTHONY PELOTTE, DIRECTOR**

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*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-5096  
*Established* 1913 *Telephone* (207) 624-4168  
*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144B *Citation* T0022A *M.R.S.A., Sect.* 000000201  
*Average Counts-All Positions* 313.500 *Legislative Count* 313.50

**PURPOSE:**

The Office for Family Independence (OFI) administers multiple state and federal programs to help Maine citizens in need. There are 16 offices across the State where staff assists people who may need assistance.

In addition to policy and program functions, OFI also monitors benefit distribution through quality assurance activities, investigations and recovery through audits of municipal welfare programs.

**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 the Department 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 work program that provides financial assistance in the form of cash to families with children who meet the financial and non-financial rules of the program. This cash helps families meet their basic needs for food, shelter and clothing. TANF is funded primarily through a federal block grant, with a required state maintenance of effort contribution. The State operates a state-funded TANF program for non-citizens who are ineligible for federal benefits.

The Parents as Scholars (PaS) program provides cash assistance to parents enrolled in a post-secondary education the same way as the TANF program. Additional Support for People in Retraining and Employment (ASPIRE) engages with people receiving TANF and PaS to support their efforts to attain employment and become self-sufficient. The ASPIRE program is administered through a contractual agreement with Fedcap who provides the work support services through their Breaking the Cycle Program.

Transitional Services provides post-TANF assistance in the form of food support, child care, transportation and medical 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 (Supplemental Nutrition Assistance Program -SNAP, formerly Food Stamps), provides a monthly food benefit via an electronic benefits card. SNAP-Education provides nutrition education for SNAP-eligible Maine residents. SNAP-Ed and SNAP benefits are 100 percent federally funded. The State pays half the administrative cost and operates a state-funded SNAP program for non-citizens who are ineligible for federal benefits. SNAP-Employment and Training program provides job readiness activities to SNAP eligible recipients.

MaineCare (Medicaid) and Cub Care provides payment of medical expenses, including long term care, for children, parents, elderly and disabled who meet financial and non-financial criteria. MaineCare is funded through state contributions with a federal match of approximately 64.38 percent (benefits) and 50 percent (administration).

State Supplemental Benefit provides a small state-funded monthly cash benefit to

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

recipients of federal Supplemental Security Income (SSI). This is required as part of the maintenance of effort for Medicaid participation. The State operates a state-funded SSI cash program for non-citizens who are ineligible for federal SSI.

Division of Support Enforcement and Recovery (DSE) establishes and enforces child support obligations. It locates missing parents, establishes paternity and then initiates enforcement actions to recover current and past due support. Administrative expenses of the DSE 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.

The Division of Disability Determination Services (DDS) is responsible for providing disability decisions to Maine citizens who apply for Social Security Disability programs. DDS is funded 100 percent by federal dollars.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE FOR FAMILY INDEPENDENCE	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	ALL				
EXPENDITURES	FUNDS	GENERAL	REVENUE	FUND	FUNDS	FUNDS
SALARIES & WAGES	12,328,852	2,788,505	2,615,347		6,925,000	
HEALTH BENEFITS	4,978,477	1,153,038	967,786		2,857,653	
RETIREMENTS	3,003,118	724,134	606,578		1,672,406	
OTHER FRINGE BENEFITS	264,319	61,990	51,356		150,973	
COMPUTER SERVICES	17,647,537	5,759,412	8,371,327		3,516,798	
CONTRACTUAL SERVICES	12,938,107	5,278,528	2,355,858		5,303,721	
RENTS	140,519	53,679	56,977		29,863	
COMMODITIES	331,994	128,342	79,727		123,925	
GRANTS, SUBSIDIES, PENSIONS	228,458,200	47,627,537	91,305,034		89,525,629	
TRANSFER TO OTHER FUNDS	1,172,336		496,196		676,140	
<b>TOTAL EXPENDITURES</b>	<b>281,263,459</b>	<b>63,575,165</b>	<b>106,906,186</b>		<b>110,782,108</b>	

**MAINE CENTER FOR DISEASE CONTROL AND PREVENTION**  
**NIRAV SHAH, MD, JD, 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* T0022A *M.R.S.A., Sect.* 000000201  
*Average Counts-All Positions* 292.000 *Legislative Count* 291.50

**PURPOSE:**

The Maine Center for Disease Control and Prevention (Maine CDC) serves as the State's public health agency. Its purpose is to preserve, protect and promote the health of all Maine people.

**ORGANIZATION:**

The Director serves as the State Health Officer and the State public health leader. Maine CDC has 5 functional divisions: Environmental and Community Health, Public Health Systems, Disease Prevention, Disease Surveillance and Public Health Nursing.

**PROGRAM:**

Among the broad range of public health programs and services administered by the Maine CDC are tobacco, substance use and injury prevention; chronic disease prevention and control; maternal child health; women, infant and child nutritional services; laboratory certification and testing; drinking water; food safety and health inspection licensing and regulatory enforcement; radiation control; infectious disease prevention and control; immunizations; lead poisoning

DEPARTMENT OF HEALTH AND HUMAN SERVICES

control and prevention; environmental public health tracking and toxicology; public health emergency preparedness and response; district public health; rural health and primary care; oral health; data, research, and vital statistics; and public health nursing.

Maine CDC Operations provides administrative oversight on operational matters to all divisions including personnel coordination, grants and contract management, policy and compliance, regulation and enforcement, business systems management, financial administration and leadership on strategic focuses.

Medical Epidemiology provides medical leadership, guidance and consultation on strategic, operational and clinical issues to all programs. The Healthcare Associated Infections Prevention Program within Medical Epidemiology works to reduce and prevent infections acquired in healthcare facilities. Through collaboration with hospitals and other state agencies, this program regularly establishes best practices for the prevention of healthcare associated infections.

**FINANCES, FISCAL YEAR 2019:** 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		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	GENERAL FUND	FUND	FUNDS	FUND	FUNDS	FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	12,786,941	2,897,645	4,485,899		5,403,397	
HEALTH BENEFITS	4,497,972	973,254	1,622,551		1,902,167	
RETIREMENTS	3,163,787	717,576	1,102,286		1,343,925	
OTHER FRINGE BENEFITS	269,744	59,083	93,264		117,397	
COMPUTER SERVICES	5,010,056	1,188,481	403,614		3,417,961	
CONTRACTUAL SERVICES	25,101,100	1,603,587	9,008,180		14,489,333	
RENTS	913,041	298,231	174,327		440,483	
COMMODITIES	12,947,408	494,353	11,835,245		617,810	
GRANTS, SUBSIDIES, PENSIONS	20,736,333	89,323	2,753,384		17,893,626	
EQUIPMENT	41,111				41,111	
TRANSFER TO OTHER FUNDS	1,469,459		557,915		911,544	
COST OF GOODS SOLD						
<b>TOTAL EXPENDITURES</b>	86,936,952	8,321,533	32,036,665		46,578,754	

**DIVISION OF ENVIRONMENTAL AND COMMUNITY HEALTH**  
**NANCY BEARDSLEY, DIRECTOR**

Central Office 286 WATER STREET, AUGUSTA, ME 04333-0011  
 Mail Address 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX (207) 287-4172  
 Established 1917 Telephone (207) 287-5674  
 Reference Policy Area 05 Umbrella 10 Unit 144E Citation T0022A M.R.S.A., Sect. 000000201  
 Average Counts-All Positions 4.000 Legislative Count 4.00

**PURPOSE:**

The Division of Environmental and Community Health (Division) exists to protect and promote the health and safety of Maine's population through regulatory oversight including: licensing; inspection and enforcement of laws and rules designed to ensure the safety of public drinking water; the proper disposal of subsurface wastewater; the proper storage, handling, preparation and service of food; the investigation of allegations of professional negligence; and oversight of the implementation of any resulting corrective actions. The Division also licenses and inspects sources of radiation and oversees the storage of high-level nuclear waste in Maine.

**ORGANIZATION:**

The Office is organized under the Maine Center for Disease Control and Prevention.

**PROGRAM:**

The Division of Environmental and Community Health consists of three programs:



**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Drinking Water, including the Subsurface Wastewater Unit; Health Inspection; and Radiation Control. Drinking Water and Health Inspection staff are located at DHHS offices statewide. The Radiation Control Program 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 public water systems for infrastructure improvements, wellhead protection and source water protection through the Drinking Water State Revolving Loan Fund.

The Subsurface Wastewater Unit is responsible for the implementation of the State's Subsurface Wastewater Disposal Rules, site evaluator licensing and the oversight of local plumbing inspectors working in every municipality in Maine.

The Health Inspection Program licenses and inspects about 8,500 businesses including restaurants, mobile food carts, public pools and spas, campgrounds, youth camps, sports camps, mass gatherings/large festivals, lodging places, body artist practices - including body piercing, tattooing, micro-pigmentation and electrology. The Program provides statewide emergency response services for public health events such as fires, floods, power failures and water and food borne disease outbreaks.

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 monitoring of Maine's high-level nuclear waste storage facility.

**LICENSES:**

The Division of Environmental and Community Health is responsible for registering or licensing: eating places; caterers; 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 operators; tattooists; electrologists; body piercers; micro-pigmentation practitioners; compressed air tanks operators; businesses with x-ray machines; tanning machines; radioactive materials; radon testers and mitigators; radon testing labs; low-level nuclear waste generators; water treatment plant and water distribution system operators; well drillers and pump installers; site evaluators and bulk water transporters.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF ENVIRONMENTAL AND COMMUNITY 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	258,323		258,323			
HEALTH BENEFITS	94,823		94,823			
RETIREMENTS	62,011		62,011			
OTHER FRINGE BENEFITS	4,911		4,911			
COMPUTER SERVICES	94,481		94,481			
CONTRACTUAL SERVICES	65,065		65,065			
RENTS	33,770		33,770			
COMMODITIES	8,990		8,990			
GRANTS, SUBSIDIES, PENSIONS	1,400		1,400			
TRANSFER TO OTHER FUNDS	20,451		20,451			
<b>TOTAL EXPENDITURES</b>	<b>644,225</b>		<b>644,225</b>			

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCE**

**BENJAMIN MANN, DEPUTY COMMISSIONER**

*Central Office* 109 CAPITOL STREET, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3005  
*Established* 1975 *Telephone* (207) 624-6922  
*Reference Policy Area 05 Umbrella 10 Unit 144MCitation T0022A M.R.S.A., Sect. 000000201*  
*Average Counts-All Positions* 206.000 *Legislative Count* 206.00

**PURPOSE:**

The Department of Health and Human Services (DHHS) manages a \$4.1 billion budget and provides healthcare and social services to about a third of Maine's population. DHHS Finance links program operations with fiscal and audit activities to coordinate departmental policies, procedures, budgets and strategies. DHHS Finance is responsible for stewardship and oversight of the Department's budget and for managing the Department's resources in an efficient and effective manner.

**ORGANIZATION:**

DHHS Finance is composed of the Division of Audit, Financial Management Services, and the Division of Contract Management, as well as Facilities Management and Business Technology Solutions. It also receives significant support from the DHHS Service Center and the MaineCare Finance Unit.

The Division of Audit has three areas. 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 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 Division of Contract Management (DCM) oversees procurement administration for the Department. DCM processes approximately 1,600 agreements and amendments each year, including compiling, reviewing and facilitating the approval of the contracts. Additional responsibilities include reviewing and monitoring financial activities including contract budgets, expenses, performance measurements and payments. DCM provides oversight and 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 beneficiaries, fulfill the mission of the Department and adhere to requirements set forth by each funding source.

Financial Management Services is responsible for the financial analysis and coordination of budget and fiscal management activities. This group oversees budget development, executions and management; financial forecasting; and process improvement to align activities with department strategy and policies. The group tracks expenditures and forecasts future cash, allotment and contractual obligations, while also reporting budgeted and actual expenses to executive leadership, program managers, the Maine Legislature and other interested parties.

The DHHS Financial Service Center, which is part of the Department of Administrative and Financial Services (DAFS) but serves the Department in an exclusive client relationship, establishes and maintains internal and financial controls to ensure reliable financial reporting, effective and efficient operations and compliance with applicable state and federal statutes, rules and regulations. The Service Center is also responsible for all DHHS federal grant program accounting.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	ALL				
EXPENDITURES	FUNDS	FUND	FUNDS			
SALARIES & WAGES	10,049,649	6,219,206	3,830,443			
HEALTH BENEFITS	3,527,200	2,093,770	1,433,430			
RETIREMENTS	2,481,422	1,467,957	1,013,465			
OTHER FRINGE BENEFITS	227,134	134,530	92,604			
COMPUTER SERVICES	1,521,977	1,110,590	411,387			
CONTRACTUAL SERVICES	12,252,231	8,128,732	4,123,499			
RENTS	7,712,231	4,923,079	2,789,152			
COMMODITIES	1,306,788	911,381	395,407			
GRANTS, SUBSIDIES, PENSIONS	40					40
TRANSFER TO OTHER FUNDS	462,069		462,069			
<b>TOTAL EXPENDITURES</b>	<b>39,540,741</b>	<b>24,989,245</b>	<b>14,551,456</b>			<b>40</b>

**OFFICE OF MAINECARE SERVICES**  
**MICHELLE PROBERT, DIRECTOR**

*Central Office* 109 CAPITOL STREET, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-2675  
*Established* 1978 *Telephone* (207) 287-2093  
*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144D *Citation* T0022A *M.R.S.A., Sect.* 000000201  
*Average Counts-All Positions* 242.000 *Legislative Count* 242.00

**PURPOSE:**

The Office of MaineCare Services (OMS) administers the Department's Medicaid services in compliance with federal and state laws to ensure they operate according to federal policy and with the Department's goals and mandates.

**ORGANIZATION:**

MaineCare is organized into two main divisions: Administration and Operations.

**PROGRAM:**

Administration includes:

**Data Analytics:** Analyzes and delivers program and financial information to stakeholders; assists with budget development and fiscal estimates; and offers operational support and strategic insight. This unit oversees rate setting which establishes and maintains reimbursement policy and payment rates for providers and payment programs within the Department.

**Communications:** Manages all internal and external communications, stakeholder engagement and staff development.

**Medical Director:** Provides clinical expertise to ensure efficient administration of the MaineCare program.

**Value-Based Purchasing:** Oversees reform efforts to drive better, more comprehensive care and increased accountability through initiatives such as Health Homes, Behavioral Health Homes, Opioid Health Homes and Accountable Communities.

**Policy:** Works with the federal Centers for Medicare and Medicaid Services to develop rules, define the scope of coverage, submit waiver requests and maintain the Medicaid State Plan.

**Pharmacy:** Manages the Pharmacy Help Desk, assists members with Medicare Part D enrollment, maintains the Preferred Drug List and oversees MaineCare's Drug Rebate program.

Operations includes:

**Provider Services:** Comprised of Provider Relations Specialists who work with

DEPARTMENT OF HEALTH AND HUMAN SERVICES

MaineCare providers on complex billing issues, interpretation of policy and training. It also includes Claims Adjustment staff who work with providers to process adjustments when a provider requests a review related to claims overpayments or underpayments.

Contract Management: Manages MaineCare's procurement process and provides oversight of MaineCare contracts.

Change Management: Identifies, designs and implements technical solutions for MaineCare's claims processing system in response to strategic, operational, and regulatory changes and to address claims and billing issues.

Non-Emergency Transportation: Manages the statewide transportation brokerage system so eligible members receive transportation to and from MaineCare-covered services.

Third Party Liability: Includes estate recovery, casualty recovery and "pay and chase" activities and secures reimbursement from liable third-party payors.

QA: Performs internal claims audits and monitors the performance of MaineCare's fiscal agent against contract goals. This unit is also responsible for the Payment Error Rate Measurement audits, which help ensure that claims paid for services are for eligible members, and for audits of the non-emergency transportation brokers.

Compliance: Oversees compliance-related business areas including provider enrollment, program integrity, case mix and administrative hearings.

Health Care Management: Includes care management efforts for some MaineCare members with more complex needs.

Emergency Department (ED) Management: Program staff work with Maine hospitals to reduce members' avoidable visits to the ED and increase utilization of appropriate outpatient services.

HIV Case Management: Oversees MaineCare's HIV waiver to provide support, care coordination and education to individuals living with HIV/AIDS.

Case Coordination Unit: Provides Maine residents with solutions to complex healthcare, financial and placement issues through integrated provider and community involvement.

Prior Authorization: Handles prior authorization requests for some medical services, such as out of state services and physical and occupational therapy.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF MAINECARE SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	11,966,238	4,322,580	3,363,784		4,279,874	
HEALTH BENEFITS	4,375,321	1,527,834	1,245,146		1,602,341	
RETIREMENTS	2,943,635	1,021,230	852,549		1,069,856	
OTHER FRINGE BENEFITS	256,785	88,350	75,916		92,519	
COMPUTER SERVICES	21,183,505	3,434,233	243,084		17,506,188	
CONTRACTUAL SERVICES	71,629,686	20,964,499	1,461,616		49,203,571	
RENTS	386,581	171,204	118,250		97,127	
COMMODITIES	-1,158,606	-1,335,408	33,614		143,188	
GRANTS, SUBSIDIES, PENSIONS	2,714,762,135	553,122,632	273,356,118		1,888,283,385	
TRANSFER TO OTHER FUNDS	2,629,490		242,966		2,386,524	
<b>TOTAL EXPENDITURES</b>	<b>2,828,974,770</b>	<b>583,317,154</b>	<b>280,993,043</b>		<b>1,964,664,573</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**OFFICE OF AGING AND DISABILITY SERVICES**

**PAUL SAUCIER, 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) 287-9200

*Reference Policy Area* 05 *Umbrella* 10 *Unit* 144G *Citation* T00022 *M.R.S.A., Sect.* 000005106

*Average Counts-All Positions* 309.500

*Legislative Count* 309.50

**PURPOSE:**

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

**ORGANIZATION:**

The Office of Aging and Disability Services (OADS) was created by the Legislature on August 30, 2012 when it merged the former Offices of Elder Services and Adults with 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:**

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

The Office, at the direction of the Commissioner, establishes the overall policy objectives for functions and activities relating to Maine's older population and 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.

OADS also provides Adult Protective Services, including public guardianship and public 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 Services and Services for Other Related Conditions, including the management of two federal waivers;

Compliance/Quality Assurance, which is responsible for meeting quality assurance requirements defined in the federal waiver programs and direct service programs;

Adult Protective Services (APS), which is responsible for receiving and investigating reports for abuse, neglect and exploitation of incapacitated and dependent adults. APS is the Commissioner's designated representative for public guardianship and conservatorship services;

Developmental Services, which serves persons with intellectual disabilities or Autism Spectrum Disorder and includes community and state case management services, management of two 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 Older Americans Act (OAA) State Unit on Aging, management of social services and nutrition programs funded by the OAA and management of the State Health Insurance Program, and Senior Medicare

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Patrol program;

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

Information Services, which includes the management, oversight and development of multiple information technology systems, including 3 major client databases used by OADS, and the LTSS modernization project, Evergreen, which will replace the legacy systems.

**PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2019:** 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	13,502,426	12,202,742	1,152,028		147,656	
HEALTH BENEFITS	5,120,526	4,707,302	366,531		46,693	
RETIREMENTS	3,384,021	3,052,288	294,778		36,955	
OTHER FRINGE BENEFITS	279,801	254,522	22,017		3,262	
COMPUTER SERVICES	1,053,933	996,327	47,492		10,114	
CONTRACTUAL SERVICES	2,376,663	2,100,376	134,259		142,028	
RENTS	747,574	714,251	14,236		19,087	
COMMODITIES	93,521	82,602	440		10,479	
GRANTS, SUBSIDIES, PENSIONS	219,595,537	185,733,582	24,675,789		9,186,166	
TRANSFER TO OTHER FUNDS	80,178		66,764		13,414	
<b>TOTAL EXPENDITURES</b>	<b>246,234,180</b>	<b>209,843,992</b>	<b>26,774,334</b>		<b>9,615,854</b>	

**OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES**

**SHELDON WHEELER, DIRECTOR**

Central Office 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011  
 Mail Address 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX (207) 287-9152  
 Established 2012 Telephone (207) 287-2595  
 Reference Policy Area 05 Umbrella 10 Unit 144H Citation T00005 M.R.S.A., Sect. 000020002  
 Average Counts-All Positions 75.500 Legislative Count 75.50

**PURPOSE:**

The Office of Substance Abuse and Mental Health Services (SAMHS) is grounded in the promotion of evidence-based, timely and appropriate access to behavioral health services with the goal of achieving improved outcomes for persons with mental illness and substance use disorders.

**ORGANIZATION:**

SAMHS is the federally recognized single state authority for mental health and substance use disorder services providing access to healthcare for the uninsured and expertise to the provider community, legislature and general public.

**PROGRAM:**

SAMHS is responsible for developing comprehensive plans for administering services; promoting evidence-based best practices; and ensuring accountability through the delivery of direct and contractual services. In addition, SAMHS regularly assesses the systemic needs, resources and assets of the behavioral health systems of care. As the federally designated statewide authority for both mental health and substance use disorders, SAMHS regularly provides expertise and information to other DHHS offices, state departments, the Legislature, citizen's groups, consumer groups and service providers.

The Prescription Monitoring Program (PMP) is a web-based tool that was developed

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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 Maine Legislature passed Public Law 2015, chapter 488 that established the Nation's first limits and definitions regarding the prescribing and dispensing practices of all Schedule II-IV prescription drugs based on U.S. Centers for Disease Control recommendations. The secure database is available free online to prescribers and dispensers who are registered users. The PMP will continue to have a critical role in informing decision makers, commercial insurers, MaineCare and other entities in the State's coordinated response to the opioid epidemic.

Adopting a Money Follows the Person, consumer-first approach to a fee-for-service provider reimbursement model has empowered individuals with greater choice, independence and control over the services they choose to receive and by whom they are delivered. Using this model, there has already been an increased utilization of several behavioral health services and a dramatic increase (over 10-fold) in access to and capacity of medication assisted treatment services since 2016 - the single most effective, evidence-based treatment for persons suffering from opioid use disorders. In addition to the capacity surge of evidence-based treatment services, SAMHS continues to lead the nation in the reduction of per-capita opioid consumption. Much work remains in combating the opioid crisis and the deaths and destruction that stem from it.

SAMHS continues to work in transforming behavioral health services to a system of recovery-oriented care with affirmative linkages to primary care. SAMHS has been an active partner in the development and implementation of the value based purchasing approach to the behavioral health and opioid health home models delivering such integrated care.

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 the timeliness, appropriateness and quality of adult mental health services.

Through improved contracting and ongoing rule making efforts, SAMHS is actively promoting and requiring evidence based best practices and is implementing specific outcome measures in all contracts. Combined with a consumer-first, recovery-oriented approach, the Department continues to meet the fiduciary duty to the tax payor and quality of care obligations to the consumers and clients who rely on the State of Maine.

**FINANCES, FISCAL YEAR 2019:** 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	3,394,849	3,200,385			194,464	
HEALTH BENEFITS	1,295,340	1,216,558			78,782	
RETIREMENTS	844,711	797,870			46,841	
OTHER FRINGE BENEFITS	72,030	67,715			4,315	
COMPUTER SERVICES	1,027,351	613,647	4,500		409,204	
CONTRACTUAL SERVICES	8,536,957	5,096,888	135,317		3,304,752	
RENTS	143,310	129,444			13,866	
COMMODITIES	61,013	42,197	17,628		1,188	
GRANTS, SUBSIDIES, PENSIONS	98,899,104	71,173,609	9,009,673		18,715,822	
TRANSFER TO OTHER FUNDS	138,369		5,174		133,195	
<b>TOTAL EXPENDITURES</b>	<b>114,413,034</b>	<b>82,338,313</b>	<b>9,172,292</b>		<b>22,902,429</b>	

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**MAINE PUBLIC DRINKING WATER COMMISSION**  
**KATHY MORIARTY, CHAIRPERSON**  
**JIM WILLIS, BOARD CLERK**

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 T00022 M.R.S.A., Sect. 00002660C  
 Average Counts-All Positions 4.000 Legislative Count 4.00

**PURPOSE:**

The Maine Public Drinking Water Commission serves as an advisory board to the Maine Center for Disease Control and Prevention (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.

**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.

In FY2019, the Commission set meeting dates of September 5, 2018, November 28, 2018, March 6, 2019 and May 1, 2019.

**LICENSES:**

n/a

**PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC DRINKING WATER COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	298,612		298,612			
HEALTH BENEFITS	115,880		115,880			
RETIREMENTS	71,696		71,696			
OTHER FRINGE BENEFITS	6,750		6,750			
COMPUTER SERVICES	17,913		17,913			
CONTRACTUAL SERVICES	36,780		36,780			
RENTS	21,534		21,534			
COMMODITIES	3,359		3,359			
GRANTS, SUBSIDIES, PENSIONS	2,221,400		2,221,400			
TRANSFER TO OTHER FUNDS	10,391		10,391			
<b>TOTAL EXPENDITURES</b>	<b>2,804,315</b>		<b>2,804,315</b>			



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**DISTRICT OPERATIONS**  
**MARTHA KLUZAK, DIRECTOR**

Central Office 109 CAPITOL STREET, AUGUSTA, ME 04333  
 Mail Address 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX (207) 287-3005  
 Established 1975 Telephone (207) 287-5837  
 Reference Policy Area 05 Umbrella 10 Unit 144R Citation T0022A M.R.S.A., Sect. 000000201  
 Average Counts-All Positions 1003.000 Legislative Count 1003.00

**PURPOSE:**

The Division of Facilities Management and Operations is comprised of District Operations' staff and Office Services' employees, whose major functions include physical plant management, oversight of general office operations and coordination and administration of office and support services within leased and state-owned buildings throughout the state.

**ORGANIZATION:**

This division has employees throughout Maine. Working titles within this division include, but are not limited to, Business Services Managers, Office Managers, Receptionists and Clerical and Administrative Assistants.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISTRICT OPERATIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	47,120,778	28,290,267	18,830,511			
HEALTH BENEFITS	17,781,964	11,723,788	6,058,176			
RETIREMENTS	11,295,650	7,663,816	3,631,834			
OTHER FRINGE BENEFITS	1,002,219	674,587	327,632			
COMPUTER SERVICES	2,669,765	1,629,905	1,039,860			
CONTRACTUAL SERVICES	4,414,736	2,472,767	1,941,969			
RENTS	246,277	201,268	45,009			
COMMODITIES	365,722	248,629	117,093			
GRANTS, SUBSIDIES, PENSIONS	14,001	9,349	4,652			
TRANSFER TO OTHER FUNDS	1,051,260		1,051,260			
<b>TOTAL EXPENDITURES</b>	<b>85,962,372</b>	<b>52,914,376</b>	<b>33,047,996</b>			

**RIVERVIEW PSYCHIATRIC CENTER**  
**RODNEY BOUFFARD, SUPERINTENDENT**

Central Office 250 ARSENAL STREET, AUGUSTA, ME 04333-0011  
 Mail Address 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 FAX (207) 287-6123  
 Established 1934 Telephone (207) 624-3900  
 Reference Policy Area 05 Umbrella 10 Unit 686 Citation T0022A M.R.S.A., Sect. 000000208  
 Average Counts-All Positions 363.863 Legislative Count 363.50

**PURPOSE:**

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

**ORGANIZATION:**

RPC opened in June 2004. The hospital has its own Advisory Board with by-laws covering organization, purpose, duties, appointment process, committees and the relationship to the medical staff.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**PROGRAM:**

RPC is a 92-bed acute care psychiatric hospital which provides state of the art care to individuals in Maine with serious persistent mental illness and co-occurring disorders. It is organized into clinical, administrative and support service departments. RPC has four inpatient treatment units; in FY19 RPC admitted 246 patients. All four co-ed units provide an acute level of care. The Outpatient Program includes Community Support Services for both the adult and geriatric population. RPC is licensed by State of Maine Division of Licensing and Certification, accredited by The Joint Commission, and Centers of Medicare & Medicaid Services.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

RIVERVIEW PSYCHIATRIC CENTER	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL FUNDS	FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	17,690,297	6,370,935	11,319,362			
HEALTH BENEFITS	6,378,811	3,263,186	3,115,625			
RETIREMENTS	4,551,265	2,346,304	2,204,961			
OTHER FRINGE BENEFITS	440,304	222,239	218,065			
COMPUTER SERVICES	541,668	541,668				
CONTRACTUAL SERVICES	29,166,041	28,290,976	875,065			
RENTS	219,078	219,078				
COMMODITIES	1,577,930	1,577,930				
GRANTS, SUBSIDIES, PENSIONS	74,402	74,402				
TRANSFER TO OTHER FUNDS	753,615	324,367	429,248			
<b>TOTAL EXPENDITURES</b>	<b>61,393,411</b>	<b>43,231,085</b>	<b>18,162,326</b>			

**SEXUAL ASSAULT FORENSIC EXAMINER ADVISORY BOARD  
TAMAR MATHIEU, CHAIR**

Central Office 262 HARLOW STREET, BANGOR, ME 04401

Mail Address

Established 2015

Reference Policy Area 05 Umbrella 10 Unit 685 Citation T0005

FAX

Telephone (207) 973-3651

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

**PURPOSE:**

The Sexual Assault Forensic Examiner Advisory Board is tasked with advising and assisting the State in promoting and supporting the statewide creation, growth and sustainability of sexual assault forensic examiner programs.

**ORGANIZATION:**

The Board is comprised of 13 members appointed by the Commissioner of the Department of Health and Human Services. The term of each member of the board is 3 years. The members must include the following: one physician licensed to practice medicine in the State; one member of the State Board of Nursing; one sexual assault nurse examiner; one representative from a sexual assault center; one member from a statewide coalition against sexual assault; one survivor of sexual assault; one attorney from the Department of the Attorney General, designated by the Attorney General; one employee of the Maine State Police Crime Laboratory; one member from a statewide association of prosecutors; one member from a statewide association of hospitals; one member who is a forensic pediatric health care provider; and two public members.

**PROGRAM:**

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

The Board may establish prerequisites applicable to persons who wish to participate in sexual assault forensic examiner training and authorize the issuance of certificates to those who complete the training.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DEPARTMENT OF INLAND FISHERIES AND WILDLIFE**

**JUDITH CAMUSO, COMMISSIONER**

**TIMOTHY E. PEABODY, 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) 287-5250

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 137 *Citation* T0012 *M.R.S.A., Sect.* 000010051

*Average Counts-All Positions* 295.925

*Legislative Count* 288.00

Units:

*DIVISION OF LICENSING AND REGISTRATION*

*ADVISORY COUNCIL*

*DIVISION OF ENGINEERING*

*ADVISORY BOARD FOR THE LICENSING OF GUIDES*

*MAINE OUTDOOR HERITAGE FUND BOARD*

*DIVISION OF PUBLIC INFORMATION AND EDUCATION*

*BUREAU OF RESOURCE MANAGEMENT*

*BUREAU OF WARDEN SERVICE*

**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; and 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).

The overall department budget is comprised of three parts: general fund, federal grant funds and other special revenue funds. The Department's revenue from license sales, registrations, fees and other items is constitutionally protected and can only be used for the administration of the Department. This requires the Legislature to appropriate to the Department a general fund appropriation that is not less than the revenues collected by the Department for a given year. In essence, this gives the Department an advance from the general fund against anticipated revenue which is then repaid to the general fund with the Department's revenue from license sales, registrations and fees as it is received through the fiscal year. This allows the Department to overcome fluctuations in license sales and fees that occur throughout the year, impacting cash flow, and instead have a predictable and responsible budget. The difference between the annual appropriated amount and the actual revenue earned through license sales, registrations, fees and other items is the true general fund contribution to the Department. Federal funds come from the U.S. Fish and Wildlife Service's Wildlife and Sport Fish Restoration Program. These funds are distributed to state fish and wildlife agencies through grants authorized under the Pittman-Robertson Wildlife Restoration Act (PR) and the Dingell-Johnson Sport Fish Restoration Act (DJ). The funds are generated by excise taxes and import duties on equipment and gear manufactured for purchase by hunters, anglers, boaters, archers, and recreational shooters. Federal taxes on motorboat and small engine fuels are also a source of DJ funding. These federal funds require a matching share which comes from state hunting, trapping and fishing licenses. This program is an example of a user pay, user benefits program based on hunters, trappers, and anglers who recreate here in Maine. In this case all the residents and visitors to Maine benefit from the sportsman's dollars as they are used to manage all of the fisheries and wildlife resources of the State of Maine both game and nongame.

**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

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 Resources 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, coordination of department interests between state and federal agencies and the private sector, environmental permitting coordination, the search for lost persons, the registration of watercraft, snowmobiles and all-terrain vehicles, hunter/trapper education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules is an important part of the program carried out by the Department. The Commissioner provides abstracts of the inland fisheries and wildlife laws and rules for distribution to the public (six summaries plus migratory bird regulations are updated and distributed in electronic and some printed formats). The Open Water and Ice Fishing Regulations, upon filing with the Secretary of State as an electronic document 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 electronic and print publications including law summaries, books on various species or species groups and many colorful posters of fish and wildlife. Consult the Department's website for a complete list with pricing.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	17,248,096	12,391,747	1,006,758		3,849,591	
HEALTH BENEFITS	6,395,340	4,478,834	423,024		1,493,482	
RETIREMENTS	4,557,207	3,343,536	268,873		944,798	
OTHER FRINGE BENEFITS	413,708	311,795	22,108		79,805	
COMPUTER SERVICES	1,240,090	990,297	226,442		23,351	
CONTRACTUAL SERVICES	8,278,138	3,950,565	1,542,420		2,785,153	
RENTS	2,420,797	1,566,609	508,987		345,201	
COMMODITIES	1,678,545	1,035,754	376,373		266,418	
GRANTS, SUBSIDIES, PENSIONS	2,079,161		781,901		1,297,260	
PURCHASE OF LAND	41,934		41,455		479	
BUILDING IMPROVEMENTS	5,449	2,540	2,909			
EQUIPMENT	7,172,792	3,412,302	1,264,709		2,495,781	
TRANSFER TO OTHER FUNDS	393,811	2,930	225,057		165,824	
<b>TOTAL EXPENDITURES</b>	<b>51,925,068</b>	<b>31,486,909</b>	<b>6,691,016</b>		<b>13,747,143</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	555,435	316,086	239,349			
HEALTH BENEFITS	145,265	54,007	91,258			
RETIREMENTS	136,026	70,553	65,473			
OTHER FRINGE BENEFITS	10,486	5,217	5,269			
COMPUTER SERVICES	855,792	759,279	96,513			
CONTRACTUAL SERVICES	2,064,404	1,386,040	678,364			
RENTS	381,506	332,687	48,819			
COMMODITIES	221,757	61,204	160,553			
GRANTS, SUBSIDIES, PENSIONS	5,000		5,000			
TRANSFER TO OTHER FUNDS	69,240		69,240			
<b>TOTAL EXPENDITURES</b>	<b>4,444,911</b>	<b>2,985,073</b>	<b>1,459,838</b>			

**DIVISION OF LICENSING AND REGISTRATION**  
**BILL SWAN, DIRECTOR**

Central Office 284 STATE ST, AUGUSTA, ME  
 Mail Address 41 STATEHOUSE STATION, AUGUSTA, ME 04333-0041 FAX (207) 287-8094  
 Established 1965 Telephone (207) 287-5225  
 Reference Policy Area 04 Umbrella 09 Unit 167 Citation T0012 M.R.S.A., Sect. 000010052  
 Average Counts-All Positions 20.00 Legislative Count 20.00

**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 2005-06 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

**DEPARTMENT OF INLAND FISHERIES AND WILDLIFE**

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 2019:** 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	815,650	738,085	77,565			
HEALTH BENEFITS	363,831	331,613	32,218			
RETIREMENTS	201,542	182,918	18,624			
OTHER FRINGE BENEFITS	18,837	17,023	1,814			
COMPUTER SERVICES	352,779	225,055	127,724			
CONTRACTUAL SERVICES	670,118	435,290	234,828			
RENTS	382,307	62,797	319,510			
COMMODITIES	181,426	109,402	72,024			
GRANTS, SUBSIDIES, PENSIONS	11,916		11,916			
BUILDING IMPROVEMENTS	2,909		2,909			
EQUIPMENT	421,089		421,089			
TRANSFER TO OTHER FUNDS	11,080		11,080			
<b>TOTAL EXPENDITURES</b>	<b>3,433,484</b>	<b>2,102,183</b>	<b>1,331,301</b>			

**ADVISORY COUNCIL  
MATT THURSTON, CHAIRPERSON**

*Central Office* 284 STATE ST, AUGUSTA, ME 04333-0041  
*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 years or until successors are appointed and qualified. No person shall serve more than two consecutive three-year terms. Upon the death, resignation,

## DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

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 to provide information and advice on enhancing fisheries and wildlife resource management in the State. At the meeting held in May of each year, the Council may elect one of its members as chair and one as vice-chair.

### **PROGRAM:**

The Advisory Council met with the Commissioner to review regulation changes and other department matters nine times during fiscal year 2018-19.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF ENGINEERING RICHARD PARKER, DIRECTOR**

*Central Office* 284 STATE STREET, AUGUSTA, ME 04333-0041

*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX*

*Established* 2011

*Telephone* (207) 287-5218

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 661 *Citation* T00012 *M.R.S.A., Sect.* 0001052-A

### **PURPOSE:**

The purpose of the Division is to administer contracts for work or services performed for the Department; and to coordinate the design, maintenance and report of all department-owned facilities and infrastructure by utilization of department staff and/or outside contractors. The Division also prepares the capital improvement plan to be printed in the budget document.

### **ORGANIZATION:**

In 1984, the 11th 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 2005-06 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**ADVISORY BOARD FOR THE LICENSING OF GUIDES  
JUDITH CAMUSO, 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) 287-5250

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 142 *Citation* T0012 *M.R.S.A., Sect.* 000010153

**PURPOSE:**

The Advisory Board for the Licensing of Guides was established:

- A. To provide advice and consent regarding rules proposed by the Commissioner;
- B. At the request of the Commissioner, to conduct oral examinations of applicants for guide licenses;
- C. To review guide complaints and handle accordingly; and
- D. To advise the Commissioner on granting and revoking guide licenses.

**ORGANIZATION:**

The Advisory Board for the Licensing of Guides, established by Title 5, section 12004-I, subsection 23, shall consist of the following eight members:

- A. One subordinate officer of the department designated by the Commissioner;
- B. Two wardens of the department;
- C. Four representatives of the public, with no more than three holding license under this chapter 927, to be appointed by the Governor for a term of three years to reflect a wide diversity of guiding experience. At least two members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379; and
- D. One marine patrol officer of the Department of Marine Resources.

**PROGRAM:**

The categories of licenses granted by the Advisory Board for the Licensing of Guides are as follows:

Master  
Hunting  
Fishing  
Recreation  
Hunting/Fishing  
Hunting/Recreation  
Fishing/Recreation  
Sea Kayaking  
Tidewater Fish  
Recreation/Sea Kayaking  
Fish/Tidewater

**LICENSES:**

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

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**MAINE OUTDOOR HERITAGE FUND BOARD  
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) 458-8421  
 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 twice per year.

**FINANCES, FISCAL YEAR 2019:** 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>						
SALARIES & WAGES	385		385			
CONTRACTUAL SERVICES	48,611		48,611			
RENTS	120		120			
COMMODITIES	4,481		4,481			
GRANTS, SUBSIDIES, PENSIONS	501,384		501,384			
TRANSFER TO OTHER FUNDS	5,396		5,396			
<b>TOTAL EXPENDITURES</b>	<b>560,377</b>		<b>560,377</b>			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**DIVISION OF PUBLIC INFORMATION AND EDUCATION**

**EMILY MACCABE, DIRECTOR**

*Central Office* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX*

*Established* 1952

*Telephone* (207) 462-1017

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 236 *Citation* T0012 *M.R.S.A., Sect.* 000010056

*Average Counts-All Positions* 10.000

*Legislative Count* 10.00

**PURPOSE:**

The main function of the Public Information and Education Division is to create and maintain public understanding, participation in, and support for department objectives and programs including wildlife and fishery management, 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 marketing, public relations, educational outreach, and the operations of the Maine Wildlife Park.

The Information Center within the Division provides knowledgeable staff responding to telephone inquiries and directing calls to appropriate department divisions, as well as e-mail and social media requests. The Information Center handles an average of 1,000 phone calls and hundreds of e-mails and social media messages per week.

Through a variety of methods, the Division communicates with members of the public daily sharing information regarding department programs and projects related to wildlife and fishery management and education messaging related to outdoor sports such as hunting, fishing, trapping, boating, ATV and snowmobile riding. Communication is done in person through a variety of shows and events, through digital communication (email, blogs, web updates, social media, etc), through the production of video, and through the development and distribution of printed publications including the annual law summaries. Additionally, the Division coordinates several education outreach programs and provides training to hundreds of volunteers and educators across Maine. These programs include Becoming an Outdoors Woman, Hooked on Fishing - Not on Drugs, 4-H Shooting Sports, Project WILD, Nature of Teaching, and National Archery in the School Program. The Division provides support to MDIFW staff across the State to visit classrooms, speak to groups and organizations, and supply tools and materials to MDIFW regional offices for public consumption.

The Maine Wildlife Park in Gray, Maine hosts over 125,000 visitors annually. The Park has over 30 species of native Maine wildlife on exhibit in naturalized enclosures. Interpretation of the Department's wildlife management programs and projects are offered via signage, an audio tour, and guided tours. A variety of wildlife and conservation education school programs and tours are offered at the Park, reaching well over 4,000 Maine school children annually. Weekend events with wildlife, outdoor, and conservation themes occur here from May through October.

**PUBLICATIONS:**

2019-2020 Hunting Lawbook

2019-2020 Trapping Lawbook

2019 Fishing Lawbook

2019-2020 ATV/Snowmobile Lawbook (digital only)

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

2019 Wildlife Research and Management Report  
 Maine Outdoor Map & Guide  
 Maine Fishing Guide  
 Maine Hunting Guide  
 Outdoor Partners Program brochures  
 Maine Wildlife Park brochures  
 Swan Island brochures  
 Maine Bird Atlas brochures  
 MDIFW Non Game brochure

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION OF PUBLIC INFORMATION AND EDUCATION	TOTAL FOR		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	453,601	267,490	186,111			
HEALTH BENEFITS	180,147	88,932	91,215			
RETIREMENTS	96,573	51,888	44,685			
OTHER FRINGE BENEFITS	11,629	8,990	2,639			
COMPUTER SERVICES	3,601	3,441	160			
CONTRACTUAL SERVICES	352,014	184,758	167,256			
RENTS	30,600	17,098	13,502			
COMMODITIES	78,362	14,516	63,846			
GRANTS, SUBSIDIES, PENSIONS	230,200		230,200			
EQUIPMENT	81,523		81,523			
TRANSFER TO OTHER FUNDS	122,361	2,293	120,068			
<b>TOTAL EXPENDITURES</b>	<b>1,640,611</b>	<b>639,406</b>	<b>1,001,205</b>			

**BUREAU OF RESOURCE MANAGEMENT**  
**JAMES CONNOLLY, DIRECTOR**

*Central Office* 284 STATE ST, AUGUSTA, ME 04333-0041  
*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX* (207) 287-6395  
*Established* 1965 *Telephone* (207) 287-5259  
*Reference Policy Area* 04 *Umbrella* 09 *Unit* 189 *Citation* T0012 *M.R.S.A., Sect.* 000010053  
*Average Counts-All Positions* 126.577 *Legislative Count* 121.00

**PURPOSE:**

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

**ORGANIZATION:**

The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:  
 Division of Wildlife  
 Division of Fisheries and Hatcheries  
 Support Services Section  
 Division of Safety

**PROGRAM:**

Division of Wildlife:

Management of Maine's Wildlife - Management of Maine's wildlife is carefully planned and monitored. Department biologists enlist members of the public to help develop long-term management goals for Maine's key wildlife species. Biologists use that public input in management systems that direct how the Wildlife Division manages a species. The Department owns or has management agreements on more than 100,000 acres of land acquired for wildlife management purposes. These wildlife management areas (WMAs) are covered by management plans that are designed to maintain or create the highest quality wildlife habitats possible, allow public

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

access and recreational use, and serve as demonstration areas. In addition, the Department works with the Bureau of Parks and Lands to implement wildlife habitat management on the State's public reserved and state park lands, as well as with private landowners interested in wildlife management.

Research and Assessment - coordinate, supervise, plan, and direct all wildlife projects; collect and analyze information on species abundance, use, habitat requirements, and habitat quality and quantity; monitor wildlife populations; maintain species assessments and management systems; produce technical reports and develop recommendations for specific harvest and use regulations in support of the Department's species management goals and objectives; and provide biological guidance and technical support to all parties having management, planning, or regulatory responsibility concerning wildlife.

Division of Fisheries and Hatcheries:

Maine's inland fisheries are managed under structured work programs that ensure the preservation, protection, enhancement and wise use of the State's fishery resources. The conservation of native fish, their habitat, and providing sustainable recreational and commercial fisheries for both wild and stocked fisheries remain an important management focus. Maine is a recognized fishing destination in the eastern United States, generating over \$300 million annually to the State's economy.

The Fisheries Management section works with public members to plan and develop work programs to investigate, monitor, and manage recreational and commercial fisheries. Management includes stocking, fishing regulations, population monitoring, public water access, habitat improvement, remediation of invasive species, and research. Management recommendations are rooted in sound science and data collection, guided by public input.

The Hatcheries Section is comprised of eight fish culture facilities and a fish pathology laboratory responsible for the propagation of healthy fish to support statewide fisheries management programs. Currently the hatchery program stocks over one million salmon and trout annually.

Division of Safety:

The Safety Division provides a number of programs that inform the public on how to fish, hunt, trap, and operate recreational vehicles safely. These programs reach more than 9,000 participants each year using a cadre of more than 500 volunteers and 11 part-time staff.

Additional Program Areas:

The Environmental Review, Federal Aid Coordination, Water Access, and Habitat Information Transfer Programs are also located within Resource Management.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	6,351,500	2,692,646	203,520		3,455,334	
HEALTH BENEFITS	2,575,135	1,122,274	87,137		1,365,724	
RETIREMENTS	1,533,187	645,617	55,392		832,178	
OTHER FRINGE BENEFITS	129,729	54,941	4,930		69,858	
COMPUTER SERVICES	24,303	2,522	2,045		19,736	
CONTRACTUAL SERVICES	3,365,031	427,468	297,336		2,640,227	
RENTS	452,903	101,639	40,772		310,492	
COMMODITIES	778,961	500,004	58,148		220,809	
GRANTS, SUBSIDIES, PENSIONS	1,297,260				1,297,260	
PURCHASE OF LAND	41,934		41,455		479	
BUILDING IMPROVEMENTS	2,540	2,540				
EQUIPMENT	6,294,251	3,412,302	573,169		2,308,780	
TRANSFER TO OTHER FUNDS	172,890		13,390		159,500	
<b>TOTAL EXPENDITURES</b>	<b>23,019,624</b>	<b>8,961,953</b>	<b>1,377,294</b>		<b>12,680,377</b>	

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**BUREAU OF WARDEN SERVICE**

**JOEL WILKINSON, GAME WARDEN COLONEL**

**CHRIS CLOUTIER, GAME WARDEN MAJOR**

*Central Office* 284 STATE ST, AUGUSTA, ME 04333-0041

*Mail Address* 41 STATE HOUSE STATION, AUGUSTA, ME 04333-0041 *FAX* (207) 287-8094

*Established* 1965

*Telephone* (207) 287-2766

*Reference Policy Area* 04 *Umbrella* 09 *Unit* 218 *Citation* T0012 *M.R.S.A., Sect.* 000010054

*Average Counts-All Positions* 132.348

*Legislative Count* 130.00

**PURPOSE:**

The primary function of the Maine Warden Service is to enforce Title 12, Chapters 901-939, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws and recreational vehicle laws (snowmobile and ATV). The Maine Warden Service is, by statute, responsible for searches for persons presumed lost or drowned in the fields, forests and inland waters of the State of Maine. Game Wardens of the Maine Warden Service are uniformed law enforcement officers with full police powers and statewide jurisdiction.

**ORGANIZATION:**

The Maine Warden Service was formally established on March 9, 1880, and was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau of Warden Service currently consists of a Game Warden Colonel (Chief Warden), a Game Warden Major (Deputy Chief Warden), a Game Warden Captain, 5 Game Warden Lieutenants, 15 Game Warden Sergeants, 3 Game Warden Investigators, 1 Chief Warden Pilot, 2 Game Warden Pilots, 91 District Game Wardens, 5 Game Warden Specialists, 1 Game Warden Chaplain, and 6 Deputy Game Wardens. Support services within the Maine Warden Service include a Dive Team, Incident Management Team (for Search and Rescue & Natural Disasters), K-9 Team, Special Investigations Team, Aviation Division, Evidence Recovery Team, Use of Force Team, Forensic Mapping Team, and Critical Incident Stress Debrief Team.

**PROGRAM:**

**Conservation Law Enforcement:** In fiscal year 2019, the Maine Warden Service responded to 28,024 complaints on matters of conservation law enforcement, search and rescue, and Inland Fisheries and Wildlife rules and regulations. During 2019, 3,140 persons were prosecuted and 2,078 persons were warned for violation of laws and rules pertaining to fish, wildlife, boating, and recreational vehicles. To accomplish the Conservation Law Enforcement and Search and Rescue mission of the Bureau, in 2019 Game Wardens drove 3,011,655 miles.

**Search and Rescue:** During 2019, the Maine Warden Service responded to 425 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 2019, Maine Warden Service was responsible for assisting with compiling the following data for management purposes: assistance with the administration of fur tagging stations, big game registration stations and tracking predation and vehicle mortality numbers of whitetail deer.

**LICENSES:**

Special dog training area license

License to hold field trials for sporting dogs

Snowmobile race permit

Import permit (fish and wildlife)

Eel permit for licensed trappers (20 lbs. of eels)

Permit to stock rabbit

Permit to allow the use of a suppressor while hunting

Blackpowder permit - Felon

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	9,071,525	8,377,440	299,828		394,257	
HEALTH BENEFITS	3,130,963	2,882,008	121,197		127,758	
RETIREMENTS	2,589,881	2,392,561	84,700		112,620	
OTHER FRINGE BENEFITS	243,025	225,624	7,455		9,946	
COMPUTER SERVICES	3,615				3,615	
CONTRACTUAL SERVICES	1,777,961	1,517,009	116,026		144,926	
RENTS	1,173,360	1,052,388	86,263		34,709	
COMMODITIES	413,557	350,629	17,320		45,608	
GRANTS, SUBSIDIES, PENSIONS	33,400		33,400			
EQUIPMENT	375,929		188,928		187,001	
TRANSFER TO OTHER FUNDS	12,844	636	5,884		6,324	
<b>TOTAL EXPENDITURES</b>	<b>18,826,060</b>	<b>16,798,295</b>	<b>961,001</b>		<b>1,066,764</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* (207) 822-0781  
*Established* 1820 *Telephone* (207) 822-0792  
*Reference Policy Area* 06 *Umbrella* 40 *Unit* 274 *Citation* T0004 *M.R.S.A., Sect.* 000000001  
*Average Counts-All Positions* 537.000 *Legislative Count* 537.00

**Units:**

*ADMINISTRATIVE OFFICE OF THE COURTS*

*BOARD OF BAR EXAMINERS*

*COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE*

*DISTRICT COURT FOR THE STATE OF MAINE*

*COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY*

*BOARD OF OVERSEERS OF THE BAR*

*SUPERIOR COURT*

*SUPREME JUDICIAL COURT*

**PURPOSE:**

The purpose of the Judicial Branch is to administer 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 both the municipal court and trial justice systems were 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 2019:** 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	33,192,827	30,500,468	2,458,009		234,350	
HEALTH BENEFITS	10,614,027	9,792,795	756,414		64,818	
RETIREMENTS	7,181,036	6,591,132	533,000		56,904	
OTHER FRINGE BENEFITS	794,611	744,446	48,562		1,603	
COMPUTER SERVICES	1,817,291	1,589,660	220,873		6,758	
CONTRACTUAL SERVICES	16,186,154	14,079,833	1,723,028		383,293	
RENTS	1,981,860	1,979,725	2,135			
COMMODITIES	1,288,130	1,208,149	46,320		33,661	
GRANTS, SUBSIDIES, PENSIONS	1,371,988	40,945	1,331,043			
BUILDING IMPROVEMENTS	771,567	771,567				
INTEREST-DEBT RETIREMENT	14,256,211	14,256,211				
TRANSFER TO OTHER FUNDS	162,366	-250,000	322,716		89,650	
<b>TOTAL EXPENDITURES</b>	<b>89,618,068</b>	<b>81,304,931</b>	<b>7,442,100</b>		<b>871,037</b>	

JUDICIAL DEPARTMENT	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	33,192,827	30,500,468	2,458,009		234,350	
HEALTH BENEFITS	10,614,027	9,792,795	756,414		64,818	
RETIREMENTS	7,181,036	6,591,132	533,000		56,904	
OTHER FRINGE BENEFITS	794,611	744,446	48,562		1,603	
COMPUTER SERVICES	1,817,291	1,589,660	220,873		6,758	
CONTRACTUAL SERVICES	16,186,154	14,079,833	1,723,028		383,293	
RENTS	1,981,860	1,979,725	2,135			
COMMODITIES	1,288,130	1,208,149	46,320		33,661	
GRANTS, SUBSIDIES, PENSIONS	1,371,988	40,945	1,331,043			
BUILDING IMPROVEMENTS	771,567	771,567				
INTEREST-DEBT RETIREMENT	14,256,211	14,256,211				
TRANSFER TO OTHER FUNDS	162,366	-250,000	322,716		89,650	
<b>TOTAL EXPENDITURES</b>	<b>89,618,068</b>	<b>81,304,931</b>	<b>7,442,100</b>		<b>871,037</b>	

**ADMINISTRATIVE OFFICE OF THE COURTS  
JAMES T. GLESSNER, STATE COURT ADMINISTRATOR**

Central Office ADMIN OFFICE OF THE COURTS, PORTLAND, ME 04112-4820  
 Mail Address BOX 4820, PORTLAND, ME 04112 FAX (207) 822-0781  
 Established 1975 Telephone (207) 822-0792  
 Reference Policy Area 06 Umbrella 40 Unit 425 Citation T0004 M.R.S.A., Sect. 000000015

**PURPOSE:**

The State Court Administrator, under the supervision of the Chief Justice of the Supreme Judicial Court, is required by statute to: survey and study Judicial Branch operations to improve administration and management of the court system; develop and recommend long-range plans for the Judicial Branch; examine the status of all court dockets and make recommendations concerning the assignment of personnel; investigate complaints about the operation of the courts; examine and maintain court statistical systems, and collect and analyze statistical data relating to court operations; prescribe uniform policies and business methods to be used in all courts; implement standards and policies set by the Chief Justice; act as fiscal officer of the courts including the oversight of all budgetary and accounting functions, oversee labor management activities; and examine and supervise arrangements for court facilities, equipment and supplies.

In addition, the State Court Administrator is required to submit an Annual Report to the Chief Justice, Legislature and Governor reporting the activities of the preceding fiscal year; maintain liaison with the other branches and agencies of government; prepare and plan for the operation of District and Superior Court clerks' offices; develop and implement educational and training programs for nonjudicial personnel; plan and implement arrangements for court security; report

## JUDICIAL DEPARTMENT

on out-of-state travel; and prepare impact statements for executive orders and proposed legislation; and 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.maine.gov](http://www.courts.maine.gov).

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF BAR EXAMINERS**

**ANN M. COURTNEY, ESQ., CHAIR**  
**MELISSA K. HANSEN, EXECUTIVE DIRECTOR**

*Central Office* 40 WATER STREET, 2ND FLOOR, HALLOWELL, ME 04347

*Mail Address* PO BOX 140, AUGUSTA, ME 04332-0140

*FAX* (207) 622-0059

*Established* 1899

*Telephone* (207) 623-2464

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 291 *Citation* T0004 *M.R.S.A., Sect.* 000000801

### **PURPOSE:**

The purpose of the Board of Bar Examiners is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice as attorneys in the several courts of the State. After passing the examination or being found eligible for admission without 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. Terms begin on the first day of January of the year of appointment and end on the last day of December of the year of expiration of the appointment.

The Board holds two examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect a chair and a secretary who may, but need not be, the same person, and a treasurer. The Board makes rules and regulations relative to the performance and duties of the Board and to the examinations which the Board conducts. Five members of said Board shall constitute a quorum for the

## JUDICIAL DEPARTMENT

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 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 2019:** 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**

### **HON. ANDREA NAJARIAN, FAMILY LAW MAGISTRATE, CHAIR**

*Central Office* 125 PRESUMPCOT STREET, PORTLAND, ME 04112

*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) 822-0792

### **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 Dispute 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 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

## JUDICIAL DEPARTMENT

early neutral evaluation, in which they will participate.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **DISTRICT COURT FOR THE STATE OF MAINE HON. SUSAN ORAM, CHIEF JUDGE**

*Central Office* 1 COURT STREET, AUGUSTA, ME 04330  
*Mail Address* 163 STATE HOUSE STATION, AUGUSTA, ME 04333-0163 *FAX*  
*Established* 1961 *Telephone* (207) 213-2985  
*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. However, effective July 1, 2015 the Judicial Branch developed a Unified Criminal Docket (UCD) for all criminal misdemeanor and felony matters. Responsibility for all criminal matters in the UCD is shared by justices of the Superior Court and judges of the District Court.

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 protection from abuse and protection from 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 original jurisdiction over civil violations, and exclusive jurisdiction over all violations bureau matters.

There are 39 judges in the District Court, including the Chief Judge, who is designated by the Chief Justice of the Supreme Judicial Court. All District Court judges are appointed by the Governor, reviewed by the legislative Joint Standing Committee on the Judiciary, and confirmed by the Senate for seven-year terms. Pursuant to Administrative Order, District Court judges may also sit in the Superior Court. In the District Court, judges are assigned by the Chief Judge to sit in any District Court in the State.

#### **PROGRAM:**

Within the District Court, there are administrative units and systems designed to enable the Court to achieve its purposes. The Family Division of the District Court was established by the Second Session of the 118th Legislature, which enacted 4 M.R.S.A. section 183 as follows: "There is established within the District Court a Family Division that has jurisdiction over family matters filed in District Court. The Family Division shall provide a system of justice that is responsive to the needs of families and the support of their children." In May of 1998, Family Case Management Officers, renamed Family Law Magistrates in 2005, began to hear and dispose of certain family matter cases, usually involving child support.

The District Court Judges, along with Superior Court Justices, preside over the

## JUDICIAL DEPARTMENT

Family Recovery Court, Co-Occurring Disorder Court and Veterans Court Proceedings. The Family Recovery Courts operate in York, Cumberland, Androscoggin, Hancock, and Washington Counties. The Co-Occurring Disorder Court and the Veterans Court are statewide courts located primarily in Kennebec County.

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 several locations throughout the State. This grant-funded docket provides ongoing court monitoring of individuals that have been convicted of 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

**ANN E. POOLER, 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 Policy Area* 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 and magistrates, as set forth in the Code and the Court's order.

### **ORGANIZATION:**

The Committee on Judicial Responsibility consists of eight members appointed by the Supreme Judicial Court. One member is a Justice of the Superior Court, one is a Judge of the District Court, and one is a Probate Judge. Two members are attorneys at law admitted to practice in the State of Maine, and three are public members, all appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

### **PROGRAM:**

Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts involved in the complaint appear to come within its authority, a copy of the complaint is submitted to the judge for a response, unless the allegations or facts available to the Committee show that no disciplinary misconduct is involved. At the time a complaint is submitted to the judge, an investigation is conducted appropriate to the circumstances of the complaint. Based upon its investigation and the judge's response, the Committee determines whether the complaint should be dismissed or whether an evidentiary hearing is necessary.

The Committee cannot itself impose disciplinary sanctions. Unless the complaint is dismissed, the Committee's findings and conclusions, together with

## JUDICIAL DEPARTMENT

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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF OVERSEERS OF THE BAR JUDSON ETSY-KENDALL, ESQ., 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 mission of the Board of Overseers of the Bar is to encourage and promote competent and ethical practice by members of the Maine bar, and to make these standards known to members of the public, so that they have confidence in the legal profession in Maine. The Board accomplishes its mission on several fronts including attorney registration, continuing legal education requirements, ethical guidance, and attorney regulation. The Guardian ad Litem Review Board, an independent unit within the Board, administers the registration and regulation of Guardians ad litem as defined in the Maine Rules for Guardians ad Litem.

### **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 defined in the Maine Bar Rules, the Maine Rules of Professional Conduct, and the Maine Rules of Guardians ad Litem. In general, the Board supervises and administers the registration of attorneys admitted to the Maine bar and Guardians ad Litem rostered by the Court; investigates and processes ethical complaints that allege violations of the Maine Bar Rules, the Maine Rules of Professional Conduct, or the Maine Rules for Guardians ad Litem; provides a procedure for the arbitration of fee disputes between clients and attorneys; and provides limited consulting and advisory services for the court with respect to the interpretation and application of the Maine Bar Rules, the Maine Rules of Professional Conduct and the Maine Rules of Guardians ad Litem.

## 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SUPERIOR COURT HON. ROLAND A. COLE, CHIEF JUSTICE**

*Central Office* 205 NEWBURY STREET, PORTLAND, ME 04101

*Mail Address* PO BOX 287, PORTLAND, ME 04112

*Established* 1930

*Reference Policy Area* 06 *Umbrella* 40 *Unit* 278 *Citation* T0004

*FAX* (207) 822-4136

*Telephone* (207) 822-4174

*M.R.S.A., Sect.* 000000101

### **PURPOSE:**

The Superior Court was originally 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 civil jury trials, including medical malpractice cases, and 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 was 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 case and each criminal homicide case, including manslaughter, filed in the State. As a result, only one justice is responsible for all decisions and matters in each of those cases.

The Superior Court also conducts several types of problem-solving courts throughout the State, including the Business and Consumer Docket (aka The Business Court), the Adult Drug Treatment Court and the combined Co-occurring Disorders and Veterans Court. The Superior Court also has pioneered the use of judicially assisted settlement conferences, a highly successful form of mediation

## JUDICIAL DEPARTMENT

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 2019:** 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 04101-4125  
*Mail Address* 205 NEWBURY STREET, PORTLAND, ME 04101-4125 *FAX*  
*Established* 1920 *Telephone* (207) 822-4146  
*Reference Policy Area* 06 *Umbrella* 40 *Unit* 276 *Citation* T0004 *M.R.S.A., Sect.* 000000001

### **PURPOSE:**

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

### **ORGANIZATION:**

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

In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court may be called upon to make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



DEPARTMENT OF LABOR

**DEPARTMENT OF LABOR**

**LAURA FORTMAN, COMMISSIONER**

**KIMBERLY SMITH, DEPUTY COMMISSIONER**

Central Office 45 COMMERCE DR, AUGUSTA, ME 04330

Mail Address 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 FAX (207) 287-5292

Established 1971 Telephone (207) 621-5095

Reference Policy Area 01 Umbrella 12 Unit 158 Citation T0026 M.R.S.A., Sect. 000001401A

Average Counts-All Positions 511.500 Legislative Count 511.50

Units:

OFFICE OF THE COMMISSIONER

DIVISION OF ADMINISTRATIVE HEARINGS

STATE BOARD OF ARBITRATION AND CONCILIATION

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

DIVISION FOR THE DEAF, HARD OF HEARING AND LATE

DEAFENED

COMMISSION FOR THE DEAF, HARD OF HEARING & LATE

DEAFENED

BUREAU OF EMPLOYMENT SERVICES

BUREAU OF UNEMPLOYMENT COMPENSATION

BUREAU OF LABOR STANDARDS

MAINE LABOR RELATIONS BOARD

PANEL OF MEDIATORS

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

BUREAU OF REHABILITATION SERVICES

STATE WORKFORCE BOARD

MAINE UNEMPLOYMENT INSURANCE COMMISSION

CENTER FOR WORKFORCE RESEARCH AND INFORMATION

**PURPOSE:**

The Department of Labor helps Maine workers and businesses thrive. The Department was founded in the belief that a career is a major building block of prosperity and is vital to helping Mainers chart their economic future. The Department seeks to ensure that people are treated and paid fairly, and that work is performed in safe and healthy workplaces. When jobs are lost, the Department provides unemployment benefits to those who qualify. By providing these services, the Department contributes to the overall success of Maine workers and the businesses for which they work.

**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 of Labor seeks to improve all aspects of working in Maine. This means supporting job seekers, workers and the employers for whom they work. The Department's services are described in further detail on the following pages. For more information, please visit our website: [www.maine.gov/labor](http://www.maine.gov/labor).

**LICENSES:**

None.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	20,190,097	2,785,918	2,199,989		14,592,561	611,629
HEALTH BENEFITS	7,307,762	929,437	573,775		5,556,373	248,177
RETIREMENTS	4,836,115	679,783	483,195		3,525,825	147,312
OTHER FRINGE BENEFITS	429,004	57,360	38,189		320,394	13,061
COMPUTER SERVICES	5,532,703	404,984	1,188,837		3,886,913	51,969
CONTRACTUAL SERVICES	7,196,362	730,222	2,687,921		3,752,516	25,703
RENTS	3,141,970	659,131	377,339		1,977,476	128,024
COMMODITIES	239,342	19,923	108,639		109,073	1,707
GRANTS, SUBSIDIES, PENSIONS	108,834,956	4,902,280	380,483		17,278,006	86,274,187
EQUIPMENT	17,637	17,637				
TRANSFER TO OTHER FUNDS	765,767		147,056		586,818	31,893
<b>TOTAL EXPENDITURES</b>	<b>158,491,715</b>	<b>11,186,675</b>	<b>8,185,423</b>		<b>51,585,955</b>	<b>87,533,662</b>

DEPARTMENT OF LABOR

**OFFICE OF THE COMMISSIONER  
 LAURA FORTMAN, COMMISSIONER  
 KIMBERLY SMITH, DEPUTY COMMISSIONER**

Central Office 45 COMMERCE DR, AUGUSTA, ME 04330  
 Mail Address 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 FAX (207) 287-5292  
 Established 1983 Telephone (207) 621-5095  
 Reference Policy Area 01 Umbrella 12 Unit 168 Citation T0026 M.R.S.A., Sect. 000001401A  
 Average Counts-All Positions 11.000 Legislative Count 11.00

**PURPOSE:**

The Office of the Commissioner provides leadership and overall direction for the Department. The Office is also the primary liaison with the Legislature and the public.

**ORGANIZATION:**

The Office of the Commissioner is composed of the Commissioner, Deputy Commissioner, and their staff. The Governor appoints the Commissioner, who then appoints the Deputy Commissioner, bureau directors and certain other staff. The other components of the Department report to the Office of the Commissioner.

**PROGRAM:**

The Office is responsible for the direction of the Department and ensuring that the Department's services are meeting the needs of Maine workers and businesses. Doing so means working closely with each of the Department's bureaus, with other state and federal agencies, and with partners and other interested parties.

In addition, the Office oversees communications within and outside of the Department. This includes press releases, electronic and print materials, and the Department's website and social media. The Office staff is the primary liaison with the Legislature, working with committee members and bill sponsors on legislation impacting Maine's workers and businesses. Along with these duties, the Office also oversees administrative functions, such as budget development and review, personnel management, facilities management, and business continuity and disaster recovery.

**FINANCES, FISCAL YEAR 2019:** 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	889,298	140,428	748,870			
HEALTH BENEFITS	221,469	35,959	185,510			
RETIREMENTS	181,791	34,911	146,880			
OTHER FRINGE BENEFITS	18,169	3,141	15,028			
COMPUTER SERVICES	92,164		92,164			
CONTRACTUAL SERVICES	2,466,587	282,907	2,183,680			
RENTS	105,536		105,536			
COMMODITIES	11,219		11,219			
GRANTS, SUBSIDIES, PENSIONS	17,735		17,735			
TRANSFER TO OTHER FUNDS	65,033		65,033			
<b>TOTAL EXPENDITURES</b>	<b>4,069,001</b>	<b>497,346</b>	<b>3,571,655</b>			

DEPARTMENT OF LABOR

**DIVISION OF ADMINISTRATIVE HEARINGS  
HANCOCK FENTON, CHIEF HEARINGS OFFICER  
LAURA BOYETT, DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330-0030  
*Mail Address* 30 STATE HOUSE STATION, AUGUSTA, ME 04330-0030 *FAX* (207) 287-5949  
*Established* 1988 *Telephone* (207) 621-5001  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 183 *Citation* T0026 *M.R.S.A., Sect.* 000001082

**PURPOSE:**

The Division of Administrative Hearings conducts hearings on appeals of unemployment benefit eligibility determinations.

**ORGANIZATION:**

Administrative Hearings, which is led by the Chief Administrative Hearings Officer, is a division within the Bureau of Unemployment Compensation.

**PROGRAM:**

The Division conducts hearings, either by phone or in person, on decisions regarding the allowance or denial of unemployment benefits in which one or more of the parties involved disagrees with the initial adjudicatory decision. Appellants are entitled to one due process hearing before an impartial hearing officer. Hearings are held in accordance with Maine's Administrative Procedures Act.

**LICENSES:**

None.

**PUBLICATIONS:**

The Division provides information to all parties involved in a hearing. The instructions can be found at <https://www.maine.gov/unemployment/appeals/>

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**STATE BOARD OF ARBITRATION AND CONCILIATION  
NEIL DALY, 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) 287-4335  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 186 *Citation* T0026 *M.R.S.A., Sect.* 000000931

**PURPOSE:**

The Maine Board of Arbitration and Conciliation (BAC) 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 BAC consists of three primary members representing labor, management and the public. There are six alternates, two for each of the primary positions. All primary and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

## DEPARTMENT OF LABOR

### **PROGRAM:**

In FY19, there were a total of 28 requests for BAC services. Of the 28 requests filed this year, 26 involved requests for contract grievance arbitration while 2 requested fact-finding for a bargaining impasse. In addition, 10 requests for BAC services were carried over from pre-FY19. Throughout this year, the BAC issued a total of 3 grievance arbitration decisions. Additionally, the BAC facilitated the parties' settlement of 2 cases without the need to issue a decision. A total of 12 cases were withdrawn without a decision or settlement. With regard to fact-finding, the BAC received a total of 2 requests for its fact-finding services, both of which remain pending at this time.

### **LICENSES:**

None.

### **PUBLICATIONS:**

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation Uniform Arbitration Act.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION FOR THE BLIND AND VISUALLY IMPAIRED**

**KAREN FRASER, BUREAU DIRECTOR**  
**BRENDA DRUMMOND, DIVISION DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX* (207) 287-5292

*Established* 1994

*Telephone* (207) 623-6799

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 150 *Citation* T0026 *M.R.S.A., Sect.* 000001418A

*Average Counts-All Positions* 35.500

*Legislative Count* 35.50

### **PURPOSE:**

The Bureau of Rehabilitation Services - Division for the Blind and Visually Impaired, was established to provide a broad spectrum of services to people who are blind or visually impaired. These services include the: prevention of blindness; location and registration of people who are blind or visually impaired; 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 provision of other social services.

### **ORGANIZATION:**

The Division was established in 1941 as the Division of Eye Care 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 is based in CareerCenters and provides services throughout the State.

### **PROGRAM:**

The Division for the Blind and Visually Impaired (DBVI) 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 approximately 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

DEPARTMENT OF LABOR

institutionalization. Services are provided in part by DBVI staff and in part by contracted Vision Rehabilitation Therapists. This program serves about 400 older 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, retain or advance in employment, including 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 500 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.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,584,623	616,418	-1,149		969,354	
HEALTH BENEFITS	562,526	253,722	1,301		307,503	
RETIREMENTS	380,226	148,027	-276		232,475	
OTHER FRINGE BENEFITS	34,482	14,634	124		19,724	
COMPUTER SERVICES	139,916	68,081	2,802		69,033	
CONTRACTUAL SERVICES	186,816	54,421	30,490		101,905	
RENTS	314,254	103,036			211,218	
COMMODITIES	82,479	5,172	55,282		22,025	
GRANTS, SUBSIDIES, PENSIONS	3,377,405	2,362,360			1,015,045	
EQUIPMENT	17,637	17,637				
TRANSFER TO OTHER FUNDS	30,792		1,349		29,443	
<b>TOTAL EXPENDITURES</b>	<b>6,711,156</b>	<b>3,643,508</b>	<b>89,923</b>		<b>2,977,725</b>	

**DIVISION FOR THE DEAF, HARD OF HEARING AND LATE DEAFENED**

**KAREN FRASER, BUREAU DIRECTOR**  
**TERRY MORRELL, DIVISION DIRECTOR**

TTY (207) 623-7998

Central Office 45 COMMERCE DR, AUGUSTA, ME

Mail Address 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0108 FAX (207) 287-5292

Established 1994

Telephone

Reference Policy Area 01 Umbrella 12 Unit 160 Citation T0026 M.R.S.A., Sect. 000001413

**PURPOSE:**

The purpose of the Division for the Deaf, Hard of Hearing and Late Deafened (DDHHL) is to ensure equal opportunity for people who are deaf, hard of hearing, or late deafened to fully participate in, contribute to, and benefit from Maine's community.

**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 Division received its present name in July of 2009, as the result of a five-year plan goal to make the Division more inclusive. In 2012, for streamlining purposes, legislation was put in place to move the supervision of the Division for the Deaf, Hard of Hearing and Late Deafened (DDHHL) under the Division of Vocational

## DEPARTMENT OF LABOR

Rehabilitation (DVR). By moving the DDHLD under DVR, employment services became an added service to this division to include four specialty vocational rehabilitation counselors for the deaf and hard of hearing.

### **PROGRAM:**

The Division's work is accomplished through contracts that provide individual and systemic advocacy, as well as the provision of telecommunications equipment. The Division consults with and offers training to state agencies to assist in making state services fully accessible. The Division also provides information and referral services and periodicals to support consumers and providers. The Division 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. Supervision and oversight of four Vocational Rehabilitation Counselors for the Deaf and Hard of Hearing is provided by the director. The Division provides voluntary identification cards for people who are deaf or hard of hearing.

### **LICENSES:**

None.

### **PUBLICATIONS:**

1. Resources: A Guide to Services for People who are Deaf or Hard of Hearing.
2. Using Your TTY Comfortably.
3. Interpreting Licensure Brochures.
4. Maine-Lines Quarterly Newsletter.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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

**CHRISTY LOCICERO, CHAIR**  
**NICOLE DUNCAN, VICE CHAIR**

*Central Office* 45 COMMERCE 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 Director of the Bureau of Rehabilitation Services 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 up to 23 members appointed by the Governor and representing equally the public, professionals and people who are deaf, hard of hearing or late deafened. Members serve 3-year terms and may serve multiple terms without limit. The chair and vice-chair are appointed by the Commission and serve a two-year term. The Commission meets at the call of the chair but not less than 4 times a calendar year.

### **PROGRAM:**

Commission activities focus on services for senior citizens, adult education, employment, youth leadership, support for low cost hearing aids and public

## DEPARTMENT OF LABOR

accessibility for people who are deaf, hard of hearing or late deafened.

### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF EMPLOYMENT SERVICES**

**EDWARD UPHAM, DIRECTOR**  
**DAWN MEALEY, DEPUTY DIRECTOR**

*Central Office* 45 COMMERCE 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  
*Average Counts-All Positions* 121.000 *Legislative Count* 121.00

### **PURPOSE:**

The Bureau of Employment Services (BES) works to build and sustain a quality workforce by connecting job seekers to training and employment opportunities and to help businesses connect with people who have the needed skills and abilities.

### **ORGANIZATION:**

The Bureau of Employment Services oversees workforce development programs that are funded through the State General Fund, the Federal Workforce Innovation and Opportunities Act (WIOA), the Federal Wagner-Peyser Act, and other federal funds. BES works with other state agencies, department bureaus, the State Workforce Board, the State's three local workforce boards, and other community-based service providers to provide workforce services 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. Computers and other equipment are available to prepare and submit résumés and cover letters, search the Maine Job Link 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 Job Link 24 hours a day. CareerCenter rooms are available at no charge for businesses to use for recruiting and interviewing, and 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. In addition, the Team delivers solutions to address the needs of businesses in transition, including comprehensive business engagement and layoff

DEPARTMENT OF LABOR

aversion strategies and activities designed to prevent or minimize the duration of unemployment.

**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 three Local Workforce Investment Areas and other contracted providers. Various fiscal reports required for the Maine Legislature and U.S. Department of Labor are routinely published. All publications are public domain and may be obtained by contacting the Bureau.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF EMPLOYMENT SERVICES	TOTAL		SPECIAL		HIGHWAY	FEDERAL	MISC
	FOR	ALL	GENERAL	REVENUE			
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUND	FUNDS	FUNDS
SALARIES & WAGES	4,038,036	393,321	372,081			2,661,005	611,629
HEALTH BENEFITS	1,409,891	124,602	112,885			924,227	248,177
RETIREMENTS	1,000,510	99,766	105,734			647,698	147,312
OTHER FRINGE BENEFITS	86,757	8,208	7,820			57,668	13,061
COMPUTER SERVICES	840,419	20,800	31,270			736,380	51,969
CONTRACTUAL SERVICES	359,403	15,806	89,834			228,060	25,703
RENTS	844,401	73,837	99,106			543,434	128,024
COMMODITIES	21,824	1,099	11,615			7,403	1,707
GRANTS, SUBSIDIES, PENSIONS	9,554,208	222,699	26,693			5,802,897	3,501,919
TRANSFER TO OTHER FUNDS	204,324		21,572			150,859	31,893
<b>TOTAL EXPENDITURES</b>	<b>18,359,773</b>	<b>960,138</b>	<b>878,610</b>			<b>11,759,631</b>	<b>4,761,394</b>

**BUREAU OF UNEMPLOYMENT COMPENSATION**

**LAURA BOYETT, DIRECTOR**  
**PATRICIA O'BRIEN, DEPUTY DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04332-0259  
*Mail Address* 54 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX* (207) 287-2305  
*Established* 1980 *Telephone* (207) 621-5156  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 169 *Citation* T0026 *M.R.S.A., Sect.* 000001082  
*Average Counts-All Positions* 168.500 *Legislative Count* 168.50

**PURPOSE:**

The Bureau of Unemployment Compensation contributes to the economic stability of Maine by providing temporary employer funded benefits to eligible individuals while they seek employment. The Bureau, in cooperation with federal and state agencies, operates multiple unemployment insurance benefit programs.

**ORGANIZATION:**

The Bureau of Unemployment Compensation is organized into four divisions:

The largest is the Division of Benefit Services which includes unemployment claims centers responsible for making initial determinations of benefit eligibility and for processing benefit claims. Benefit Services also includes the unemployment fraud investigation unit and benefit overpayment collections unit. Benefit Services handles all processes associated with banking and the issuance of benefit payments.

The Unemployment Insurance Tax Division incorporates all unemployment tax functions including employer registration, determination of employer unemployment insurance tax liability, employer account management and employer tax collection.



## DEPARTMENT OF LABOR

Staff within the Division, assist employers with questions in regards to unemployment laws and regulations, worker classification to ensure unemployment insurance coverage as well as any other questions related to the unemployment insurance employer account.

The Administration & Program Performance Division is responsible for the Bureau's administrative functions including budget oversight, contract management, program security, federal program activities, program integrity, program performance reviews and records management. Quality control functions are handled by the benefits accuracy measurement unit within the Administration & Program Performance Division.

The final division, 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.

### LICENSES:

None.

**FINANCES, FISCAL YEAR 2019:** 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	5,818,683		411,565		5,407,118	
HEALTH BENEFITS	2,239,000		64,712		2,174,288	
RETIREMENTS	1,385,116		94,548		1,290,568	
OTHER FRINGE BENEFITS	123,637		2,346		121,291	
COMPUTER SERVICES	3,289,083		835,772		2,453,311	
CONTRACTUAL SERVICES	2,549,433		193,110		2,356,323	
RENTS	881,605		534		881,071	
COMMODITIES	65,966		7,201		58,765	
GRANTS, SUBSIDIES, PENSIONS	85,563,696				2,791,428	82,772,268
TRANSFER TO OTHER FUNDS	186,890		18,358		168,532	
<b>TOTAL EXPENDITURES</b>	<b>102,103,109</b>		<b>1,628,146</b>		<b>17,702,695</b>	<b>82,772,268</b>

## BUREAU OF LABOR STANDARDS

### MICHAEL ROLAND, DIRECTOR

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330

*Mail Address* 45 STATE HOUSE STATION, AUGUSTA, ME 04333-0045 *FAX* (207) 623-7934

*Established* 1973

*Telephone* (207) 623-7900

*Reference Policy Area* 01 *Umbrella* 12 *Unit* 170 *Citation* T0026 *M.R.S.A., Sect.* 000000041

*Average Counts-All Positions* 35.000

*Legislative Count* 35.00

### PURPOSE:

The Bureau of Labor Standards enforces State labor 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. The Bureau also provides business consultations to support employers in compliance with state and federal labor laws and to improve the safety and health of the workplace.

### ORGANIZATION:

The Bureau was established in 1873 as an activity under the Secretary of State to

## DEPARTMENT OF LABOR

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 Bureau is composed of four divisions or units. 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 complaints alleging violations of these laws. In addition, the Division evaluates and approves requests for work permits for minors to ensure compliance with state and federal requirements. The Division offers several classes for employers to promote compliance with child labor and labor standards laws.

The Workplace Safety and Health Division enforces workplace safety standards as adopted by the Board of Occupational Safety and Health (also listed in this publication) on state and local public employers. It also conducts a variety of non-enforcement programs to assist public and private employers in improving their occupational safety and health performance and complying with state and federal requirements. Public training classes, on-site consultations, and video library items are available through the "SafetyWorks!" program to all Maine employers.

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 are available at libraries around the State and on-line at the link below:  
[https://www.maine.gov/labor/labor\\_stats/research.html](https://www.maine.gov/labor/labor_stats/research.html).

State funds are augmented by funds from cooperative agreements with the US Occupational Safety and Health Administration, the US Mine Safety and Health Administration and the US Bureau of Labor Statistics.

The Customer Service Unit, which functions as the Bureau's and Department's information center, assists callers, distributes brochures, maintains the video library, and intakes requests for bureau services.

### **LICENSES:**

None.

### **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/administration/troika.html>

[http://digitalmaine.com/bls\\_docs/](http://digitalmaine.com/bls_docs/)

## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF LABOR STANDARDS	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	ALL				
EXPENDITURES	FUNDS	GENERAL	REVENUE	FUND	FUNDS	FUNDS
SALARIES & WAGES	1,748,418	443,585	584,477		720,356	
HEALTH BENEFITS	643,049	163,318	200,650		279,081	
RETIREMENTS	406,500	101,506	132,459		172,535	
OTHER FRINGE BENEFITS	37,561	10,293	12,205		15,063	
COMPUTER SERVICES	309,759	78,830	226,465		4,464	
CONTRACTUAL SERVICES	321,841	78,026	161,874		81,941	
RENTS	193,973	21,809	172,164			
COMMODITIES	30,664	3,917	23,323		3,424	
GRANTS, SUBSIDIES, PENSIONS	24,342		24,342			
TRANSFER TO OTHER FUNDS	42,639		23,128		19,511	
<b>TOTAL EXPENDITURES</b>	<b>3,758,746</b>	<b>901,284</b>	<b>1,561,087</b>		<b>1,296,375</b>	

## MAINE LABOR RELATIONS BOARD

### NEIL DALY, EXECUTIVE DIRECTOR

*Central Office* 2ND FL., ELKINS BLDG, 19 ELKINS, AUGUSTA, ME  
*Mail Address* 90 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-4416  
*Established* 1972 *Telephone* (207) 287-2015  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 180 *Citation* T0026 *M.R.S.A., Sect.* 000000968  
*Average Counts-All Positions* 4,000 *Legislative Count* 4.00

#### PURPOSE:

The Maine Labor Relations Board was established to improve the relationship between public employers and their employees by providing a uniform basis for recognizing the right of public employees to join labor organizations of their choosing, and to be represented by such organizations in collective bargaining. State, county, municipal, school department, university, community college, judicial, and legislative employees come within the Board's jurisdiction. If employers and employee organizations are unable to agree on appropriate bargaining units, they are created through the unit determination process. Once an appropriate unit is constituted, and absent voluntary recognition by the public employer, the Board conducts a representation election to determine whether a majority of unit employees wish to be represented by an employee organization for purposes of collective bargaining. Also, under a law enacted in 2019, the Board will certify an employee organization as the designated bargaining agent of a bargaining unit if a majority of the employees in the bargaining unit have signed such an authorization. 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, and serve for terms of four years.

## DEPARTMENT OF LABOR

**PROGRAM:**

The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During fiscal year 2019, the Board received 13 petitions requesting elections to determine a new bargaining agent. In addition to this, the Board received 2 decertification election requests. In all, Board officials conducted 18 elections pursuant to the various petitions filed in FY19 along with several remaining from FY18. Also, in FY19, the Board received 8 prohibited practice complaints. The administration and processing of these complaints involves both the Board and its staff in the details of docketing, arranging hearings before the Board members, processing prehearing conferences, scheduling post-hearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

**LICENSES:**

None.

**PUBLICATIONS:**

INTERNET SITE: The Board's site may be found at the State of Maine web site and contains a search engine and a substantial data base of the Board's decisions. (<http://www.maine.gov/mlrb>)  
 The Municipal Public Employees Labor Relations Law  
 The State Employees Labor Relations Act  
 The University of Maine System Labor Relations Act  
 The Judicial Employees Labor Relations Act  
 The Rules and Procedures of the Maine Labor Relations Board  
 Index and Abstracts of MLRB Prohibited Practice and Representation Appeals Decisions, 1973-88

**FINANCES, FISCAL YEAR 2019:** 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	312,170	244,504	67,666			
HEALTH BENEFITS	68,688	68,688				
RETIREMENTS	67,316	67,316				
OTHER FRINGE BENEFITS	3,029	3,029				
COMPUTER SERVICES	6,864	6,864				
CONTRACTUAL SERVICES	22,254	10,638	11,616			
COMMODITIES	1,379	1,379				
GRANTS, SUBSIDIES, PENSIONS	-242	-242				
TRANSFER TO OTHER FUNDS	16,511		16,511			
<b>TOTAL EXPENDITURES</b>	<b>497,969</b>	<b>402,176</b>	<b>95,793</b>			

### PANEL OF MEDIATORS

#### NEIL DALY, EXECUTIVE DIRECTOR

*Central Office* 2ND FL, ELKINS BLDG, 19 ELKINS, AUGUSTA, ME  
*Mail Address* 90 STATE HOUSE STATION, AUGUSTA, ME 04333-0090 *FAX* (207) 287-4416  
*Established* 1976 *Telephone* (207) 287-2015  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 187 *Citation* T0026 *M.R.S.A., Sect.* 000000892

**PURPOSE:**

The Panel of Mediators (Panel) 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.

## DEPARTMENT OF LABOR

### **ORGANIZATION:**

The Panel 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 less 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 nine State Mediators.

### **PROGRAM:**

In FY19, parties filed with MLRB a total of 40 requests for Panel mediation. These requests typically involved parties at the municipal or county level. Additionally, 37 mediations were held over from previous fiscal years. Throughout FY19, Panel mediators worked on a total of 47 of the separate, pending contract disputes that comprised each mediation request. Of the 77 matters pending in FY19, a total of 61 were closed during the year. Of the 61 closed, the Panel's mediators facilitated a resolution in 44 of the matters either through the parties reaching agreement during mediation itself, or shortly thereafter.

### **LICENSES:**

None.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF OCCUPATIONAL SAFETY AND HEALTH HARTLEY WEBB, CHAIR MICHAEL ROLAND, 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) 623-7900  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 179 *Citation* T0026 *M.R.S.A., Sect.* 000000564

### **PURPOSE:**

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

### **ORGANIZATION:**

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

The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards.

### **PROGRAM:**

The Board meets four times a year to review and propose regulations for adoption and otherwise assist the Bureau's enforcement activities.

### **LICENSES:**

None.

### **PUBLICATIONS:**

Available online at:

DEPARTMENT OF LABOR

<http://www.safetyworksmaine.com>

Safety and Health Standards (free)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BUREAU OF REHABILITATION SERVICES**  
**KAREN FRASER, BUREAU DIRECTOR**  
**LIBBY STONE-STERLING, DIVISION DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04330  
*Mail Address* 150 STATE HOUSE STATION, AUGUSTA, ME 04333-0150 *FAX* (207) 287-5292  
*Established* 1994 *Telephone* (207) 623-7900  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 152 *Citation* T0026 *M.R.S.A., Sect.* 000001412C  
*Average Counts-All Positions* 116.000 *Legislative Count* 116.00

**PURPOSE:**

The purpose of the Bureau of Rehabilitation Services (BRS) is to help Maine people with disabilities find, maintain, and advance in 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 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 Bureau of 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 Bureau of Rehabilitation Services to the Department of Education, and then in 1996, 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.

DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF REHABILITATION SERVICES	TOTAL FOR ALL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FUNDS	GENERAL FUND	REVENUE FUNDS	FUND	FUNDS	FUNDS
EXPENDITURES						
SALARIES & WAGES	5,000,578	879,730	16,478		4,104,370	
HEALTH BENEFITS	1,909,793	266,434	8,718		1,634,641	
RETIREMENTS	1,210,937	210,202	3,851		996,884	
OTHER FRINGE BENEFITS	108,368	16,440	666		91,262	
COMPUTER SERVICES	576,038	210,194			365,844	
CONTRACTUAL SERVICES	1,037,816	272,536	16,884		748,396	
RENTS	731,799	454,021			277,778	
COMMODITIES	24,133	8,356			15,777	
GRANTS, SUBSIDIES, PENSIONS	10,297,812	2,317,464	311,712		7,668,636	
TRANSFER TO OTHER FUNDS	193,954		1,091		192,863	
<b>TOTAL EXPENDITURES</b>	<b>21,091,228</b>	<b>4,635,377</b>	<b>359,400</b>		<b>16,096,451</b>	

**STATE WORKFORCE BOARD**  
**GUY LANGEVIN, CHAIR**  
**CHRISTOPHER QUINT, DIRECTOR**

*Central Office* 45 COMMERCE DR., AUGUSTA, ME 04330-0045  
*Mail Address* 120 STATE HOUSE STATION, AUGUSTA, ME 04333-0120 *FAX*  
*Established* 2018 *Telephone* (207) 621-5087  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 605 *Citation* T0026 *M.R.S.A., Sect.* 000002006  
*Average Counts-All Positions* 3.000 *Legislative Count* 3.00

**PURPOSE:**

The State Workforce Board was established to ensure that the State's workforce development system helps Maine people and businesses compete successfully in the global economy. The Board provides recommendations to the Governor in order to improve Maine's workforce system effectiveness.

**ORGANIZATION:**

The Board, which was formerly known as the Maine Jobs Council, was established in 1997 after the enactment of the federal Workforce Investment Act, which required the establishment of state workforce investment boards in each state. The Board is composed of representatives from business, labor, education, community organizations and the public, all appointed by the Governor. The Board operates under the shorter title of State Workforce Board.

**PROGRAM:**

In order to provide sound recommendations on Maine's workforce system, the Board meets quarterly and has established committees that conduct ongoing work. The committees cover: younger workers; disability and employment; women's employment; older workers; veterans' employment; and program policy. More information on the Board can be found on its website: [www.maine.gov/swb](http://www.maine.gov/swb).

**LICENSES:**

None.

DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE WORKFORCE BOARD	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	161,771				161,771	
HEALTH BENEFITS	50,028				50,028	
RETIREMENTS	42,380				42,380	
OTHER FRINGE BENEFITS	3,389				3,389	
COMPUTER SERVICES	8,706		15		8,691	
CONTRACTUAL SERVICES	6,741		433		6,308	
RENTS	6,113				6,113	
COMMODITIES	41				41	
TRANSFER TO OTHER FUNDS	4,844		8		4,836	
<b>TOTAL EXPENDITURES</b>	<b>284,013</b>		<b>456</b>		<b>283,557</b>	

**MAINE UNEMPLOYMENT INSURANCE COMMISSION**

**JENNIFER DUDDY, CHAIR**

Central Office 45 COMMERCE DRIVE, AUGUSTA, ME 04330  
 Mail Address 57 STATE HOUSE STATION, AUGUSTA, ME 04333 FAX (207) 287-4554  
 Established 1936 Telephone (207) 623-6786  
 Reference Policy Area 01 Umbrella 12 Unit 172 Citation T0026 M.R.S.A., Sect. 000001081

**PURPOSE:**

The Unemployment Insurance Commission conducts appellate review of benefit eligibility determinations made by the Division of Administrative Hearings (the first appeal level).

**ORGANIZATION:**

The 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 chairman of the Commission and, by statute, must be impartial and an attorney admitted to practice law in Maine. The Governor appoints the members (subject to review by the joint standing Labor and Housing 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 Commission review of unemployment decisions includes analyses of evidence, procedures, rules, statutes and case law, for each case. Where the Commission determines that further development of the record is needed in benefit cases, the Commission remands the case to the Division of Administrative Hearings for the taking of additional evidence. In limited circumstances, the Commission holds hearings to take additional evidence in benefit cases that are before it on appeal.

The Commission reviews and decides all requests for waivers of overpayment. The Commission processes requests for seasonal designation, which includes conducting public hearings. The Commission processes appeals of state income tax offsets, as well as garnishment of wages cases (including holding any necessary hearings in these cases). The Commission may adopt or rescind rules with respect to unemployment insurance (the Rules Governing the Administration of the Employment Security Law), with the advice of the Commissioner of Labor.

**LICENSES:**

None.

**PUBLICATIONS:**

None



## DEPARTMENT OF LABOR

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **CENTER FOR WORKFORCE RESEARCH AND INFORMATION RUTH PEASE, ACTING DIRECTOR**

*Central Office* 45 COMMERCE DR, AUGUSTA, ME 04332-0259  
*Mail Address* 118 STATE HOUSE STATION, AUGUSTA, ME 04333-0054 *FAX* (207) 287-2947  
*Established* 1996 *Telephone* (207) 621-5189  
*Reference Policy Area* 01 *Umbrella* 12 *Unit* 594 *Citation* T0026 *M.R.S.A., Sect.* 000001401A  
*Average Counts-All Positions* 17.500 *Legislative Count* 17.50

#### **PURPOSE:**

The Center for Workforce Research and Information collects, analyzes and reports on Maine's labor market to assist a wide range of users in assessing conditions and trends. The Center provides the Department and other interested parties with economic, management, and strategic analysis to support policy-making, and to inform decision-making on programs impacting Maine's labor market.

#### **ORGANIZATION:**

The Center is led by a director, who reports to the Commissioner of Labor.

#### **PROGRAM:**

Program activities involve data collection, sophisticated research techniques, and detailed analysis. Demographic and economic research activities are conducted using social science disciplines. The collected data is published and used in functional analyses and studies that support decision making. The resulting analysis is made available to interested parties. Much of the Center's information can be found online at [www.maine.gov/labor/cwri](http://www.maine.gov/labor/cwri).

The Center conducts analysis on a number of programs supported by the U.S. Bureau of Labor Statistics. These programs include: Current Employment Statistics, a survey of employer job counts used to develop monthly estimates of nonfarm payroll jobs by sector for the State and its metropolitan statistical areas; Local Area Unemployment Statistics, which uses surveys, unemployment claims, and payroll jobs data, to provide civilian labor force estimates and unemployment estimates each month; Quarterly Census of Employment and Wages, which uses jobs and wages reported through quarterly unemployment insurance tax filings to provide the most detailed information on jobs and wages by industry and location; and, Occupational Employment Statistics, a survey of employers on jobs and wages paid by occupation to develop estimates for more than 600 occupations across the state.

The Center also manages MaineEARNs, a longitudinal database providing information on employment outcomes for graduates of the University of Maine System and the Maine Community College System. Students, parents, educators, administrators, policy makers, and anyone interested in earning education credentials and employment in Maine are able to use this data to research, plan and make informed decisions.

In addition, the Center provides employment projections by industry and occupation, as well as median wages paid by agricultural and logging employers in support of H2A immigrant wage certifications. The Center also provides data and analysis in support of a variety of needs, including the State's Consensus Economic Forecasting Commission and a variety of other groups across Maine's 31 labor market areas. Staff are available to discuss available data and to guide users through the available analyses.

#### **LICENSES:**

None.

#### **PUBLICATIONS:**

Website: [www.maine.gov/labor/cwri](http://www.maine.gov/labor/cwri) contains articles and interactive data sets to

## DEPARTMENT OF LABOR

provide customers with a wide variety of data and analysis about labor markets. Articles about workforce issues and trends are published at [www.maine.gov/labor/cwri/pubs.html](http://www.maine.gov/labor/cwri/pubs.html) and recent blogs are published at <https://cwri1.blogspot.com/>

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTER FOR WORKFORCE RESEARCH AND INFORMATION	<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	636,519	67,932			568,587	
HEALTH BENEFITS	203,317	16,713			186,604	
RETIREMENTS	161,339	18,055			143,284	
OTHER FRINGE BENEFITS	13,612	1,615			11,997	
COMPUTER SERVICES	269,757	20,216	349		249,192	
CONTRACTUAL SERVICES	245,472	15,889			229,583	
RENTS	64,291	6,429			57,862	
COMMODITIES	1,637				1,637	
TRANSFER TO OTHER FUNDS	20,780		5		20,775	
<b>TOTAL EXPENDITURES</b>	<b>1,616,724</b>	<b>146,849</b>	<b>354</b>		<b>1,469,521</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  
Average Counts-All Positions 14.000 Legislative Count 14.00

**PURPOSE:**

The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the Judiciary, attorneys and citizens of Maine. As State Law Librarian, the Director coordinates records management activities within the Legislature.

**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.

**PROGRAM:**

The Library provides reference, interlibrary loan and circulation services by telephone and 711 relay service, 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. Public computers in the Library provide 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, legal research links, a guide to frequently-requested Maine laws and a large collection of digitized materials relating to Maine law and legislation. 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 subscribes to most daily and weekly newspapers published in Maine and a selection of law reviews and other legal publications from around the country. 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. Many of these materials are now available electronically as well. The Library participates in state and federal depository programs, receiving documents and providing access to online government information.

The URSUS system also supports new acquisitions and serials control. The Internet catalog shows items that are on order and issues that have been received for serials such as court reports, codes, journals and updates to topical works.

**PUBLICATIONS:**

- \*INTERNET SITE - <http://legislature.maine.gov/lawlibrary/>
- \*Law and Legislative Digital Library - <http://www.maine.gov/legis/lawlib/lldl/lldlhome.htm>
- \*Facebook presence
- \*Library Briefs (newsletter)
- \*Front Page news list and RSS feed
- \*Legisbrief Cumulative Index
- \*Maine State Law and Legislative Reference Library (brochure)
- \*Maine Education Finance Studies (bibliography)
- \*Employment Law Legal Resources (bibliography)
- \*Family Law Legal Resources (bibliography)
- \*Maine Tax Studies and Reports (bibliography)
- \*Primer on Maine Law (bibliography)
- \*Legal Resources for Representing Yourself in Court (bibliography)

LAW AND LEGISLATIVE REFERENCE LIBRARY

\*Legal Research for the Beginner (bibliography)

\*Compiled Legislative Histories on Major Topics (electronic and print)

**FINANCES, FISCAL YEAR 2019:** 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	805,318	805,318				
HEALTH BENEFITS	211,982	211,982				
RETIREMENTS	193,339	193,339				
OTHER FRINGE BENEFITS	16,342	16,342				
COMPUTER SERVICES	36,261	36,261				
CONTRACTUAL SERVICES	321,664	321,664				
COMMODITIES	4,270	4,270				
<b>TOTAL EXPENDITURES</b>	<b>1,589,176</b>	<b>1,589,176</b>				
LAW AND LEGISLATIVE REFERENCE LIBRARY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	805,318	805,318				
HEALTH BENEFITS	211,982	211,982				
RETIREMENTS	193,339	193,339				
OTHER FRINGE BENEFITS	16,342	16,342				
COMPUTER SERVICES	36,261	36,261				
CONTRACTUAL SERVICES	321,664	321,664				
COMMODITIES	4,270	4,270				
<b>TOTAL EXPENDITURES</b>	<b>1,589,176</b>	<b>1,589,176</b>				

LEGISLATIVE DEPARTMENT

**LEGISLATURE**

**TROY D. JACKSON, PRESIDENT OF THE SENATE**

**SARA GIDEON, SPEAKER OF THE HOUSE**

*Central Office* STATE HOUSE, AUGUSTA, ME

*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX*

*Established* 1820

*Telephone* (207) 287-1615

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 260 *Citation* C0004 *M.R.S.A., Sect.* 001-00001

*Average Counts-All Positions* 181.447

*Legislative Count* 150.50

Units:

*CITIZEN TRADE POLICY COMMISSION*

*COMMISSION ON UNIFORM STATE LAWS*

*OFFICE OF FISCAL AND PROGRAM REVIEW*

*OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY*

*OFFICE OF POLICY AND LEGAL ANALYSIS*

*SENATE*

*OFFICE OF THE REVISOR OF STATUTES*

*HOUSE OF REPRESENTATIVES*

*MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION*

*LEGISLATIVE COUNCIL*

*STATE HOUSE AND CAPITOL PARK COMMISSION*

*(OFFICE OF) EXECUTIVE DIRECTOR OF THE LEGISLATIVE*

*COMMISSION ON INTERSTATE COOPERATION*

*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 129th Legislature is organized into 17 Joint Standing Committees by joint rule. The Joint Standing Committees established by the 129th 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; Health Coverage, Insurance and Financial Services, Inland Fisheries and Wildlife; Innovation, Development, Economic Advancement and Commerce; Judiciary; Labor and Housing; 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 and the Government Oversight Committee.

**PROGRAM:**

The Second Special Session of the 128th Legislature was convened on June 19, 2018 and adjourned on September 13, 2018. In the Second Special Session, the Legislature considered 248 legislative instruments. Sixty-one bills and 4 Resolves were chaptered into law. Forty-four bills were vetoed by the Governor, 20 of which were overridden and the rest sustained by the Legislature. The First Regular Session of the 129th Legislature was convened on December 5, 2018 and adjourned sine die on June 20, 2019. In the First Regular Session, the Legislature considered 1,846 legislative instruments. Five hundred and forty-four bills and 107 Resolves were chaptered into law. Eight bills were vetoed by the Governor and the vetoes were sustained.

**PUBLICATIONS:**

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

\*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.

## LEGISLATIVE DEPARTMENT

Contains photos.

- \*LEGISLATIVE RECORD - Complete record of legislative action, including floor debates. Available in proof form by mail subscription through Legislative Document Service. Bound copies on loan through the State Library.
- \*MAINE'S PATH OF LEGISLATION - (Free of charge. Available on location.)
- \*HISTORY AND FINAL DISPOSITION OF LEGISLATIVE DOCUMENTS - Summary of the Legislature's action on all legislative documents considered during legislative session. Compiled by the Legislative Information Office.

**FINANCES, FISCAL YEAR 2019:** 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	14,344,801	14,344,031	770			
HEALTH BENEFITS	5,063,155	5,063,155				
RETIREMENTS	2,723,018	2,723,018				
OTHER FRINGE BENEFITS	278,387	278,387				
COMPUTER SERVICES	2,246,891	2,246,891				
CONTRACTUAL SERVICES	3,112,220	3,105,627	6,593			
RENTS	33,870	33,870				
COMMODITIES	91,918	91,902	16			
GRANTS, SUBSIDIES, PENSIONS	197,255	197,255				
EQUIPMENT	157,500	157,500				
TRANSFER TO OTHER FUNDS	319		319			
<b>TOTAL EXPENDITURES</b>	<b>28,249,334</b>	<b>28,241,636</b>	<b>7,698</b>			



**Troy Jackson**  
*President of the Senate*



**Sara Gideon**  
*Speaker of the House of Representatives*

LEGISLATIVE DEPARTMENT

**CITIZEN TRADE POLICY COMMISSION**  
**GRANT T. PENNOYER, EXECUTIVE DIRECTOR**

*Central Office* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115  
*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX* (207) 287-1621  
*Established* 2004 *Telephone* (207) 287-1615  
*Reference Policy Area* 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 five 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 President (or designee) of the Maine International Trade Center and 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:**

2018 TRADE POLICY ASSESSMENT:

Turbulent Time for Trade: Impacts on Maine's Agriculture and Food Safety, by Ms. Debbie Barker, Washington D.C., October 2018

**FINANCES, FISCAL YEAR 2019:** 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
EXPENDITURES						
SALARIES & WAGES	550	550				
CONTRACTUAL SERVICES	15,795	15,795				
COMMODITIES	2	2				
TOTAL EXPENDITURES	16,347	16,347				

**OFFICE OF FISCAL AND PROGRAM REVIEW**  
**CHRISTOPHER W. NOLAN, DIRECTOR**

*Central Office* STATE HOUSE - ROOM 226, AUGUSTA, ME 04333-0005  
*Mail Address* 5 STATE HOUSE STATION, AUGUSTA, ME 04333-0005 *FAX*  
*Established* 1962 *Telephone* (207) 287-1635  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263F *Citation* T00003 *M.R.S.A., Sect.* 000000161

**PURPOSE:**

The Office of Fiscal and Program Review collects 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 appropriations, 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 and is staffed by eight other professional staff and two administrative positions.

### **PUBLICATIONS:**

The following publications are available at <http://www.legislature.maine.gov/ofpr>  
"Compendium of State Fiscal Information" (Updated annually)  
"Summary of Major State Funding Disbursed to Municipalities and Counties" (Updated annually)  
"The Budget Process" (Updated biennially)  
"The Fiscal Note Process: An Overview" (Updated biennially)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## OFFICE OF POLICY AND LEGAL ANALYSIS

### MARION HYLAN BARR, DIRECTOR

*Central Office* 2ND FLOOR, CROSS BLDG, RM 215, AUGUSTA, ME 04333-0013  
*Mail Address* 13 STATE HOUSE STATION, AUGUSTA, ME 04333-0013 *FAX* (207) 287-1275  
*Established* 1973 *Telephone* (207) 287-1670  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263P *Citation* T00003 *M.R.S.A., Sect.* 000000161

### **PURPOSE:**

The Office of Policy and Legal Analysis is a nonpartisan office of the Maine Legislature that provides professional staff services to the Legislature's joint standing committees (except committees with jurisdiction over appropriations and financial affairs and taxation issues) and joint select committees.

Committee staff services include: assisting in the scheduling of committee work; conducting impartial policy and legal research and analysis and assisting the committee with its consideration of legislation; preparing and drafting committee papers (committee bills, amendments and reports); and providing assistance in review of major substantive rules and regulatory agendas, of agencies under the Government Evaluation Act (GEA), of quasi-independent state entities and of agency budgets.

Other services include: assisting legislators with information requests, including preparing general legal and policy background materials; conducting approved interim staff studies (nonpartisan research and analysis); providing professional staff services to interim legislative studies, including nonpartisan research and analysis, scheduling and report preparation; and assisting the Revisor of Statutes in drafting legislative bill requests.

### **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

## LEGISLATIVE DEPARTMENT

appointed by the Legislative Council.

### **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://legislature.maine.gov/opla>

**FINANCES, FISCAL YEAR 2019:** 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 Policy Area* 00 *Umbrella* 30 *Unit* 263R *Citation* T00003 *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 five primary functions: legislative drafting and editing; production of all legislative documents, including bills, amendments and sentiments; 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 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://legislature.maine.gov/ros/publications/>

"Maine Revised Statutes Annotated" - Available to the public from Thomson Reuters, 610 Opperman Drive, Eagan, MN 55123, at current price.

"Maine Revised Statutes" - Available at the office's website, <http://legislature.maine.gov/legis/statutes/>

"Laws of the State of Maine" - Contains all session laws and related documents of each Legislative session. Electronic versions of the Laws of the State of Maine are available at: <http://legislature.maine.gov/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

## LEGISLATIVE DEPARTMENT

Library thereafter.

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://legislature.maine.gov/ros/LawsOfMaine/#Law/>.

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 2019:** 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 Policy Area* 00 *Umbrella* 30 *Unit* 300 *Citation* T0003 *M.R.S.A., Sect.* 000000227

### **PURPOSE:**

The purpose of the Commission is to advise the Legislature in identifying ways to encourage increased cooperation between Maine and Canada; and, specifically, between the Maine Legislature and the legislative bodies of Canada, and to promote economic, cultural and educational exchanges between Maine and the Canadian provinces.

### **ORGANIZATION:**

Created by statute in February, 1978, the Maine-Canadian Legislative Advisory Commission consists of eight (8) members, four (4) of whom are appointed by the Speaker of the House and four (4) of whom are appointed by the President of the Senate. At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House must be fluent in the French language.

### **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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE HOUSE AND CAPITOL PARK COMMISSION GRANT T. PENNOYER, EXECUTIVE DIRECTOR KIRK MOHNEY, CHAIR

*Central Office* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115  
*Mail Address* 115 STATE HOUSE STATION, AUGUSTA, ME 04333-0115 *FAX* (207) 287-1621  
*Established* 1988 *Telephone* (207) 287-1615  
*Reference Policy Area* 00 *Umbrella* 30 *Unit* 519 *Citation* T0003 *M.R.S.A., Sect.* 000000901A

## LEGISLATIVE DEPARTMENT

### 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. 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 appointed by the Legislative Council. The Director of the Maine Historic Preservation Commission is the Chair 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 permanent chair of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

### PROGRAM:

The role of the Commission is 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, included regular maintenance on the Park's and State House lawns, gardens, paths and trees.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE HOUSE AND CAPITOL PARK COMMISSION	TOTAL FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	ALL	FUND	REVENUE	FUND	FUNDS	FUNDS
CONTRACTUAL SERVICES	61,580	61,580				
COMMODITIES	12,600	12,600				
<b>TOTAL EXPENDITURES</b>	<b>74,180</b>	<b>74,180</b>				

## 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 Policy Area* 00 *Umbrella* 30 *Unit* 272 *Citation* T0003 *M.R.S.A., Sect.* 000000201

### PURPOSE:

The Commission on Interstate Cooperation was established in 1939 to carry forward 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

**LEGISLATIVE DEPARTMENT**

servicing 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON INTERSTATE COOPERATION	<b>TOTAL FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
CONTRACTUAL SERVICES	209,557		209,557			
<b>TOTAL EXPENDITURES</b>	209,557		209,557			

**COMMISSION ON UNIFORM STATE LAWS**

**ANN ROBINSON, ESQ., CHAIRPERSON**

<i>Central Office</i> 254 COMMERCIAL STREET, PORTLAND, ME 04101	
<i>Mail Address</i> 254 COMMERCIAL STREET, PORTLAND, ME 04101	<i>FAX</i>
<i>Established</i> 1955	<i>Telephone</i> (207) 791-1186
<i>Reference Policy Area</i> 00 <i>Umbrella</i> 30 <i>Unit</i> 271 <i>Citation</i> T0003	<i>M.R.S.A., Sect.</i> 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.

**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. To date, Maine has enacted over 100 Uniform Acts, including, among others, the 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.

The Commission, like its counterparts in other states, works through appropriate legislative committees, the Maine State Bar Association and others having an

## LEGISLATIVE DEPARTMENT

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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	10,000	10,000				
TOTAL EXPENDITURES	10,000	10,000				

## OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY NIK RENDE, DIRECTOR

*Central Office* STATE HOUSE RM 132, AUGUSTA, ME 04333  
*Mail Address* 100 STATE HOUSE STATION, AUGUSTA, ME 04333-0100 *FAX* (207) 287-2557  
*Established* 1996 *Telephone* (207) 287-1625  
*Reference* Policy Area 00 Umbrella 30 Unit 263I *Citation* M.R.S.A., Sect.

### PURPOSE:

The Legislative Council's Office of Legislative Information Technology (LIT) provides strategic planning, hardware, network, software development and PC support services to all legislative offices in the areas of information technology.

### ORGANIZATION:

LIT 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. LIT is also jointly responsible for all chamber and committee room audio/video infrastructure, software, networks, servers, IT security and legislative email systems.

### PROGRAM:

During fiscal year 2018-19, LIT, worked in tandem with the Office of the Revisor of Statutes and an outside contractor to develop a new bill drafting and production application. That project is currently in the final stages and is expected to support the second regular session of the 129th Legislature. LIT also worked with the Office of the Clerk of the House and the Office of the Secretary of the Senate to upgrade their decades old chamber automation system with a modern application, again working with an industry-leading vendor whose products currently support much of the chamber operations. In-house development of a new expense application continued, expanding its functionality to include a much more simplified process of per-diem payments to Legislators during a Special Legislative Session. Development of the first phase of that application is expected to wrap up late in 2019.

The Office of Legislative Information Technology also continues to provide technology support services to the production offices, the House of Representatives, the Senate and individual members, resolving hardware, software and printing problems and providing educational assistance and instruction in the use of available technology throughout the fiscal year.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

LEGISLATIVE DEPARTMENT

**SENATE**

**TROY D. JACKSON, 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* (207) 287-5862

*Established* 1820 *Telephone* (207) 287-1500

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 261 *Citation* C0004 *M.R.S.A., Sect.* 002-00001

**PURPOSE:**

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

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

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

**ORGANIZATION:**

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

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 are permitted to hire their own staff assistants, with the approval of the presiding officer.

**PROGRAM:**

Pursuant to Article IV, Part Third, Section 1 of the Constitution of Maine, the Second Special Session of the 128th Maine Legislature convened on Tuesday, June 19, 2018 and met for 8 legislative days. The Senate adjourned sine die at 6:45 p.m. on Thursday, September 13, 2018.

The First Regular Session of the 129th Maine Legislature convened on Wednesday, December 5, 2018 and met for 59 legislative days. After completing all of its business, the Senate adjourned sine die at 6:33 a.m. on Thursday, June 20, 2019.

The Second Regular Session of the 129th Maine Legislature will convene on Wednesday, January 8, 2020.

**PUBLICATIONS:**

Senate Website: <http://www.legislature.maine.gov/senate>

## LEGISLATIVE DEPARTMENT

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **HOUSE OF REPRESENTATIVES** **SARA GIDEON, SPEAKER OF THE HOUSE** **ROBERT B. HUNT, HOUSE CLERK**

*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 Second Special Session of the 128th Maine Legislature on Tuesday, June 19, 2018 and adjourned Thursday, September 13, 2018. During the Second Special Session there were 9 House-sponsored Legislative Documents, 0 Initiated Bills, 10 House Orders, 4 House-sponsored Joint Orders, and 2 House-sponsored Joint Resolutions considered. House members submitted 20 Floor Amendments and Committees submitted 6 Committee Amendments to the Clerk for reproduction. The House convened its First Regular Session of the 129th Maine Legislature on Wednesday, December 5, 2018 and adjourned Thursday, June 20, 2019. During the First Regular Session there were 1277 House-sponsored Legislative Documents, 0 Initiated Bills, 33 House Orders, 15 House-sponsored Joint Orders, 29 House-sponsored Joint Resolutions and 0 House Resolutions considered. House members submitted 54 Floor Amendments and Committees submitted 606 Committee Amendments to the Clerk for reproduction.

#### **PUBLICATIONS:**

\*HOUSE INTERNET SITE - <http://legislature.maine.gov/house/>



## LEGISLATIVE DEPARTMENT

\*HOUSE ADVANCE JOURNAL AND CALENDAR-Available in the Document Room and by email subscription at  
<https://lists.legislature.maine.gov/sympa/info/houseadvancecalendar>.

\*HOUSE SUPPLEMENTS - Available by email subscription at  
<https://lists.legislature.maine.gov/sympa/info/housesupplements>.

\*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, by mail subscription through Legislative Document Service or by email subscription at  
<https://lists.legislature.maine.gov/sympa/info/weeklylegislativereport>.

\*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, by mail subscription through Legislative Document Service or by email subscription at  
<https://lists.legislature.maine.gov/sympa/info/weeklylegislativecalendar>.

\*SENATE AND HOUSE REGISTERS; HOUSE AND SENATE ROSTER and Seating Arrangement and LEGISLATIVE RECORD (See "Legislature")

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## LEGISLATIVE COUNCIL

**TROY D. JACKSON, CHAIR**

**GRANT T. PENNOYER, EXECUTIVE DIRECTOR**

*Central Office* 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003

*Mail Address* 3 STATE HOUSE STATION, AUGUSTA, ME 04333-0003

*Established* 1973

*Reference Policy Area* 00 *Umbrella* 30 *Unit* 263 *Citation* T0003

*FAX* (207) 287-5862

*Telephone* (207) 287-1500

*M.R.S.A., Sect.* 000000161

*Legislative Count* 150.50

### **PURPOSE:**

The Legislative Council is responsible for overall administration and management of the Legislative Branch. Its general powers and duties are set out in statute (3 MRSA Section 162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. They include approving 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 allocating 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 of Representatives and the majority and minority leaders and assistant leaders of the 2 political parties

**LEGISLATIVE DEPARTMENT**

with the greatest number of members in each body. 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

LEGISLATIVE 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>						
SALARIES & WAGES	14,344,251	14,343,481	770			
HEALTH BENEFITS	5,063,155	5,063,155				
RETIREMENTS	2,723,018	2,723,018				
OTHER FRINGE BENEFITS	278,387	278,387				
COMPUTER SERVICES	2,246,891	2,246,891				
CONTRACTUAL SERVICES	2,815,288	2,808,695	6,593			
RENTS	33,870	33,870				
COMMODITIES	79,316	79,300	16			
GRANTS, SUBSIDIES, PENSIONS	197,255	197,255				
EQUIPMENT	157,500	157,500				
TRANSFER TO OTHER FUNDS	319		319			
<b>TOTAL EXPENDITURES</b>	<b>27,939,250</b>	<b>27,931,552</b>	<b>7,698</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 Policy Area* 00 *Umbrella* 30 *Unit* 264 *Citation* T0003 *M.R.S.A., Sect.* 000000162

**PURPOSE:**

The Executive Director is the executive officer of the Legislature and directs the activities and services of the nonpartisan staff offices consistent with policies established by the Legislative Council. Statutory functions of the Office include: agenda preparation and meeting management for the Legislative Council; implementing policy decisions of the Council, providing administrative support to the Legislature, including all legislative payroll and benefits administration, legislators' expense reimbursements, accounting and budgeting, and human resource management. The Executive Director has overall responsibility for improvements, renovations and maintenance of the State House, other

## LEGISLATIVE 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 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 2019:** 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* 32 BLOSSOM LANE, AUGUSTA, ME 04333

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX* (207) 624-6024

*Established* 1967

*Telephone* (207) 624-6550

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

*Average Counts-All Positions* 173.000

*Legislative Count* 171.00

Units:

*ADVISORY COUNCIL (TO MARINE RESOURCES)*

*BUREAU OF PUBLIC HEALTH*

*BUREAU OF POLICY AND MANAGEMENT*

*BUREAU OF MARINE SCIENCE*

*BUREAU OF MARINE PATROL*

**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 currently consists of four bureaus, including the Bureau of Policy and Management, the Bureau of Marine Science, the Bureau of Public Health, and the Bureau of Marine Patrol. Advisory councils are established by statute for Lobster, Scallop, Sea Urchin, and Shellfish, 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:**

The Department is responsible for managing Maine's commercial and recreational fisheries. The fishing industry is an important economic driver of Maine's coastal communities, generating approximately \$1.5 billion in economic activity annually. 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 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.

DEPARTMENT OF MARINE RESOURCES

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	9,270,139	4,803,530	2,868,528		1,598,081	
HEALTH BENEFITS	3,117,116	1,526,492	1,041,351		549,273	
RETIREMENTS	2,342,213	1,242,737	724,448		375,028	
OTHER FRINGE BENEFITS	214,690	118,963	63,347		32,380	
COMPUTER SERVICES	896,618	531,253	353,140		12,225	
CONTRACTUAL SERVICES	4,375,587	1,665,824	1,643,922		1,065,841	
RENTS	920,014	512,570	225,335		182,109	
COMMODITIES	585,956	347,644	171,580		66,732	
GRANTS, SUBSIDIES, PENSIONS	450,037	402	111,608		338,027	
EQUIPMENT	588,737		347,432		241,305	
TRANSFER TO OTHER FUNDS	409,954		272,165		137,789	
<b>TOTAL EXPENDITURES</b>	<b>23,171,061</b>	<b>10,749,415</b>	<b>7,822,856</b>			

**ADVISORY COUNCIL (TO MARINE RESOURCES)**

**KRISTEN (TOGUE) BRAWN, CHAIR**  
**PATRICK KELIHER, COMMISSIONER**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333  
*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 15 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 and Shellfish 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.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF MARINE RESOURCES

**BUREAU OF POLICY AND MANAGEMENT**

**PATRICK KELIHER, COMMISSIONER**

**MEREDITH MENDELSON, DEPUTY COMMISSIONER**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX* (207) 624-6024

*Established* 1978

*Telephone* (207) 624-6550

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

*Average Counts-All Positions* 37.000

*Legislative Count* 37.00

**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 and purchasing, and assists in the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings and aquaculture leases. Liaison with the New England Fisheries 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. The Bureau includes policy staff that interact with the various councils that are advisory to the Department.

**PROGRAM:**

The Bureau carries out directives of the Commissioner of Marine Resources in performing his/her statutory responsibilities. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning the Department, and assists in preparing strategic plans, licensure and processes of the Department.

**FINANCES, FISCAL YEAR 2019:** 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	2,083,149	575,624	1,111,551		395,974	
HEALTH BENEFITS	642,108	119,525	409,208		113,375	
RETIREMENTS	479,098	114,942	281,782		82,374	
OTHER FRINGE BENEFITS	46,671	14,157	25,249		7,265	
COMPUTER SERVICES	721,620	405,531	312,524		3,565	
CONTRACTUAL SERVICES	1,855,222	778,840	503,772		572,610	
RENTS	146,853	5,193	40,530		101,130	
COMMODITIES	69,024	19,714	36,973		12,337	
GRANTS, SUBSIDIES, PENSIONS	146,086		58,000		88,086	
EQUIPMENT	178,285		178,285			
TRANSFER TO OTHER FUNDS	143,562		97,532		46,030	
<b>TOTAL EXPENDITURES</b>	<b>6,511,678</b>	<b>2,033,526</b>	<b>3,055,406</b>		<b>1,422,746</b>	

DEPARTMENT OF MARINE RESOURCES

**BUREAU OF MARINE PATROL**  
**JAY CARROLL, COLONEL**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333

*Established* 1978

*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188P *Citation* T0012

*Average Counts-All Positions* 54.000

*FAX* (207) 624-6024

*Telephone* (207) 624-6550

*M.R.S.A., Sect.* 000006025

*Legislative Count* 54.00

**PURPOSE:**

The Bureau of Marine Patrol (BMP) is the enforcement arm of the Department of Marine Resources. Marine Patrol Officers are responsible for the enforcement of all marine commercial and recreational fishing laws and rules. Maine has over 5,000 miles of coast line and over 125,000 registered boats along with 20,000 licensed harvesters. The enforcement of Maine's robust marine resources involves a great deal of at sea work dedicated to monitoring inshore and offshore fisheries to include lobstering, ground fish, scallops, urchins, etc. This effort also involves onshore fisheries such as shellfish and marine worms. Maine is unique in that it has authority over all licensed fishermen in both territorial seas and in the Exclusive Economic Zone (EEZ). In other words, BMP is required to travel well offshore in order to meet its mission. Enforcement plays a significant role in both the inspection of the 3 million lobster traps that cover Maine's coast as well as the monitoring of public health issues involving polluted areas for shellfish. In this area there are over 230 closed areas due to pollution not to mention seasonal areas impacted by red tide and rainfall. BMP also participates in aquaculture site inspections up and down the coast an expanding industry.

BMP also has the additional responsibility of overseeing all seafood dealers in Maine to include wholesale and retail (seafood restaurants). BMP also plays the lead role in boating safety along the Maine coast sharing that responsibility with the United States Coast Guard (USCG). BMP also performs Homeland and Port Security working closely with the Maine State Police, Maine Emergency Management Agency (MEMA) and the USCG. Marine Patrol Officers are also federally deputized with National Oceanic and Atmospheric Administration (NOAA) thru a joint enforcement agreement requiring them to have knowledge and expertise in the enforcement of federal requirements. BMP is the state agency responsible for coastal searches and recovery in support of the USCG.

Maine practices the model of voluntary compliance and promotes this by working very closely with the commercial fishing industry and the public.

**ORGANIZATION:**

Marine Patrol Officers were initially Fish Wardens and later became Coastal Wardens. BMP was officially established in 1869, although Fish Wardens began serving in 1843. In 1917 the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries. Headquarters is located in Augusta with Division Offices in Lamoine and Boothbay. Currently BMP is made up of 48 personnel not including support staff. BMP has a large fleet of watercraft for both inshore and offshore enforcement.

**PROGRAM:**

BMP enforces the State's marine fisheries laws, federal regulations (under joint enforcement agreement), public health, recreational and boating safety laws and environmental laws in cooperation with the Department of Environmental Protection. In addition, assists the USCG with search and rescue operations and Homeland Security issues. BMP continues to take on added responsibilities to include an Active Maritime Security Team with State Police as well as an Active Whale Disentanglement Team. BMP works closely with its partner agencies Inland Fish and Wildlife(IF&W), USCG, National Marine Fisheries Service (NMFS/NOAA) and MEMA, in order to support response to potential threats to the citizens, environment and infrastructure of the State of Maine.

**LICENSES:**

Marine Patrol Officers are responsible for monitoring regulations that apply to

## DEPARTMENT OF MARINE RESOURCES

all commercial and recreational fisheries within the coastal waters of Maine. There are over 20,000 commercial licenses and several thousand recreational licenses. In addition, BMP is tasked with the inspection and oversight of all wholesale and retail seafood outlets within Maine, approximately 1,800 facilities.

### PUBLICATIONS:

A pamphlet containing marine resource laws is published biannually following adjournment of the First Regular Session of each Legislature.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE PATROL	TOTAL		SPECIAL		FEDERAL	MISC
	FOR	GENERAL	REVENUE	HIGHWAY		
EXPENDITURES	ALL FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	3,241,025	2,580,910	540,710		119,405	
HEALTH BENEFITS	1,000,761	787,212	167,787		45,762	
RETIREMENTS	909,305	724,193	151,042		34,070	
OTHER FRINGE BENEFITS	87,672	70,979	13,507		3,186	
COMPUTER SERVICES	158,552	120,426	38,126			
CONTRACTUAL SERVICES	983,194	309,499	638,932		34,763	
RENTS	467,967	306,084	161,883			
COMMODITIES	142,064	65,875	76,189			
EQUIPMENT	410,452		169,147		241,305	
TRANSFER TO OTHER FUNDS	71,908		63,874		8,034	
<b>TOTAL EXPENDITURES</b>	<b>7,472,900</b>	<b>4,965,178</b>	<b>2,021,197</b>		<b>486,525</b>	

## BUREAU OF PUBLIC HEALTH

### KOHL KANWIT, DIRECTOR

*Central Office* 194 MCKOWN PT. RD, WEST BOOTHBAY HARBOR, ME 04575  
*Mail Address* PO BOX 8, WEST BOOTHBAY HARBOR, ME 04575-0008 *FAX* (207) 633-9579  
*Established* 2013 *Telephone* (207) 633-9535  
*Reference Policy Area* 04 *Umbrella* 13 *Unit* 188C *Citation* M.R.S.A., Sect.  
*Average Counts-All Positions* 30.000 *Legislative Count* 30.00

### 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 assesses the impacts of construction and dredging projects proposed by individuals, municipal and federal governments through the Environmental Permit Review process. The Bureau also 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



DEPARTMENT OF MARINE RESOURCES

the Bureau of Resource Management. Microbiology and biotoxin laboratories are located both at the West Boothbay Harbor and Lamaine 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 monitor the occurrence of Paralytic Shellfish Poisoning, Amnesic Shellfish Poisoning and Diarrhetic Shellfish Poisoning and manage shellfish harvest areas as necessary to protect public health. Volunteers and staff 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.

**PUBLICATIONS:**

Growing Area annual, triennial and sanitary survey reports.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PUBLIC HEALTH	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	1,347,936	781,835	452,205		113,896	
HEALTH BENEFITS	527,894	305,578	177,352		44,964	
RETIREMENTS	327,287	191,956	108,158		27,173	
OTHER FRINGE BENEFITS	27,562	16,273	8,860		2,429	
COMPUTER SERVICES	933	933				
CONTRACTUAL SERVICES	267,990	225,994	28,923		13,073	
RENTS	150,714	141,918	701		8,095	
COMMODITIES	96,666	66,005	28,975		1,686	
GRANTS, SUBSIDIES, PENSIONS	1,217				1,217	
TRANSFER TO OTHER FUNDS	36,240		29,029		7,211	
<b>TOTAL EXPENDITURES</b>	<b>2,784,439</b>	<b>1,730,492</b>	<b>834,203</b>		<b>219,744</b>	

**BUREAU OF MARINE SCIENCE  
 CARL WILSON, DIRECTOR  
 PATRICK KELIHER, COMMISSIONER**

Central Office 194 MCKOWN PT. RD., WEST BOOTHBAY, ME 04575  
 Mail Address PO BOX 8, WEST BOOTHBAY, ME 04575-0008  
 Established 1946  
 Reference Policy Area 04 Umbrella 13 Unit 188S Citation T0012  
 Average Counts-All Positions 52.000  
 FAX (207) 633-9579  
 Telephone (207) 633-9500  
 M.R.S.A., Sect. 000006021  
 Legislative Count 50.00

**PURPOSE:**

The Bureau of Marine Science conducts scientific research, monitoring,

## DEPARTMENT OF MARINE RESOURCES

assessment, restoration and education to conserve, restore, and manage the marine and estuarine fishery resources of the State of Maine. The Bureau encompasses three divisions: Biological Monitoring and Assessment; Sea Run Fisheries and Habitat; and Education.

The Biological Monitoring and Assessment Division conducts long-term fishery monitoring programs and research to provide information on stock status of commercially and recreationally valuable marine organisms that inhabit the State's coastal and offshore waters. The Sea Run Fisheries and Habitat Division 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. The Division has monitoring and assessment responsibility for twelve diadromous species and is engaged in interstate assessments as they relate to their commercial and recreational importance. This division was created in 2007 when the Maine Atlantic Salmon Commission (Commission) was consolidated with DMR's Division of Stock Enhancement. 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. Nearly 40,000 members of the public, students and teachers learn of the Department's mission and Maine's marine resources through the Education Division's programs. Together the three divisions provide scientific information, services and assistance to the public, industry and governments.

### **ORGANIZATION:**

The Bureau of Marine Science was established administratively in 1946 and is the oldest continuously operating marine research laboratory in the Gulf of Maine based on McKown Point in Boothbay Harbor that includes fishery, microbiology and biotoxin laboratories; GIS mapping facilities; wet lab; and the Maine State Aquarium. The Bureau is comprised of three divisions: Biological Monitoring and Assessment, Sea Run Fisheries and Habitat, and Marine Education.

The Biomonitoring and Assessment Division operates primarily from the West Boothbay Harbor laboratory. However, division activities cover the coastal counties and waters.

The Sea Run Fisheries and Habitat Division's main office is in Augusta 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 works in all counties of the state.

The Marine Education Program operates the Maine State Aquarium, located immediately adjacent to the West Boothbay Harbor laboratory, 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, Atlantic herring, striped bass, Atlantic menhaden, bluefish, horseshoe crab, northern shrimp, 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.

## DEPARTMENT OF MARINE RESOURCES

Atlantic salmon focus areas are historic salmon rivers including the Aroostook, Penobscot, Kennebec, Androscoggin, Saco, 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 non-governmental organizations (NGO) at the time the Edwards Dam was removed. Beginning in 2010, the Bureau has begun a new effort on the Penobscot to restore river herring and shad. This effort is made possible by the success of the Penobscot River Restoration Program and the State of Maine's Penobscot River Multi Species Management Plan developed by DMR, IF&W, federal fisheries agencies and other NGO partners.

A major focus for diadromous fish restoration is the Federal Energy Regulatory Commission's (FERC) licensing process for hydropower dams. This provides the best opportunity for state agencies to obtain fish passage.

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 statewide and to secure funding to address passage needs.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MARINE SCIENCE	<b>TOTAL</b>					
	<b>FOR</b>					
	<b>ALL</b>	<b>GENERAL</b>	<b>SPECIAL</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>REVENUE</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	2,598,029	865,161	764,063		968,805	
HEALTH BENEFITS	946,352	314,176	287,004		345,172	
RETIREMENTS	626,523	211,646	183,467		231,410	
OTHER FRINGE BENEFITS	52,784	17,554	15,731		19,499	
COMPUTER SERVICES	15,513	4,363	2,490		8,660	
CONTRACTUAL SERVICES	1,269,181	351,492	472,295		445,394	
RENTS	154,480	59,375	22,221		72,884	
COMMODITIES	278,202	196,051	29,443		52,708	
GRANTS, SUBSIDIES, PENSIONS	302,735	402	53,608		248,725	
TRANSFER TO OTHER FUNDS	158,244		81,730		76,514	
<b>TOTAL EXPENDITURES</b>	<b>6,402,043</b>	<b>2,020,220</b>	<b>1,912,052</b>		<b>2,469,771</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) 326-2109  
*Telephone* (207) 326-4311  
*M.R.S.A., Sect.* 000000037

**PURPOSE:**

Maine Maritime Academy is a public, co-educational college offering 22 programs of study in engineering, management, science, and transportation. Undergraduate and graduate-level majors prepare students for professional careers and as officers for the merchant marine and the uniformed services of the United States. The mission of Maine Maritime Academy is to provide a quality education focused on marine and related programs. The curriculum will empower students to take on leadership roles, encourage rigorous self-discipline, promote curiosity, and provide graduates with the skills, ethics, and knowledge needed to succeed in the global economy.

**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 four divisions: Academic Affairs; Advancement; Enrollment Management; and Financial and Institutional Services. Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by four 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 student enrollment numbers approximately 950 students. Students from the State of Maine typically represent about two-thirds of this total. Approximately 90 percent of graduates are employed in a wide range of marine, engineering, business, transportation and other professions within three months of graduation.

MMA students benefit from hands-on education, international sea-time aboard the Training Ship State of Maine or the schooner Bowdoin, cadet shipping aboard commercial vessels, and cooperative education assignments. Students become world-class mariners and engineers, supply chain managers, logistics professionals, and scientists in Maine and beyond.

The schooner Bowdoin, the Official Vessel of the State of Maine, provides a traditional sail training experience and serves as an enduring symbol of Maine's seafaring heritage. Alumni of Maine Maritime Academy work all over the world. Their success has resulted in a worldwide reputation for excellence and reliability in maritime, business, and scientific fields. The college's history dates back to 1941 when the Academy was founded by an act of the 90th Maine Legislature on March 21 of that year.

**PUBLICATIONS:**

Maine Maritime Academy Website: [mainemaritime.edu](http://mainemaritime.edu)

## MAINE MARITIME ACADEMY

Maine Maritime Academy Undergraduate Catalog (online)  
 Maine Maritime Academy Viewbook (online)  
 Maine Maritime Academy Department Flyers (online)  
 Maine Maritime Academy Graduate Catalog (online)  
 Maine Maritime Academy Publications: Mariner Alumni Magazine (quarterly)

**FINANCES, FISCAL YEAR 2019:** 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	10,896,522	10,751,160	145,362			
<b>TOTAL EXPENDITURES</b>	10,896,522	10,751,160	145,362			
<b>MAINE MARITIME ACADEMY</b>	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	10,896,522	10,751,160	145,362			
<b>TOTAL EXPENDITURES</b>	10,896,522	10,751,160	145,362			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL  
REGULATION**

**ANNE L. HEAD, COMMISSIONER**

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

*Mail Address* 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035 *FAX* (207) 624-8595

*Established* 1973

*Telephone* (207) 624-8511

*Reference Policy Area* 07 *Umbrella* 02 *Unit* 027 *Citation* T0010 *M.R.S.A., Sect.* 000008001

*Average Counts-All Positions* 210.770

*Legislative Count* 210.00

Units:

*BUREAU OF CONSUMER CREDIT PROTECTION*

*BOARD OF LICENSURE IN MEDICINE*

*BOARD OF DENTAL PRACTICE*

*STATE BOARD OF NURSING*

*STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS*

*STATE BOARD OF OPTOMETRY*

*BUREAU OF FINANCIAL INSTITUTIONS*

*BOARD OF OSTEOPATHIC LICENSURE*

*BUREAU OF INSURANCE*

*OFFICE OF SECURITIES*

*OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION*

**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(OPOR).

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 Practice, the State Board of Licensure for Professional Engineers, the Maine State Board of Optometry and the Board of Osteopathic Licensure.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**PROGRAM:**

The Commissioner is the administrative head of the Department. In this capacity, the Commissioner provides centralized budgeting coordination, initiates and monitors all policy implementation and strategic planning, and directs the day-to-day management of the Department. The Commissioner develops the Department's legislative program and coordinates it within the Department and with the Administration. The Commissioner is responsible for reviewing the policy and operation of agencies within the Department to ensure 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 2019:** 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
SALARIES & WAGES	10,788,108		10,788,108			
HEALTH BENEFITS	3,623,852		3,623,852			
RETIREMENTS	2,676,371		2,676,371			
OTHER FRINGE BENEFITS	225,558		225,558			
COMPUTER SERVICES	3,618,500		3,618,500			
CONTRACTUAL SERVICES	5,445,817		5,437,536		8,281	
RENTS	1,056,338		1,048,227		8,111	
COMMODITIES	120,768		120,768			
GRANTS, SUBSIDIES, PENSIONS	48,636		48,636			
TRANSFER TO OTHER FUNDS	327,831		327,513		318	
COST OF GOODS SOLD	715		715			
<b>TOTAL EXPENDITURES</b>	<b>27,932,494</b>		<b>27,915,784</b>		<b>16,710</b>	

**BUREAU OF CONSUMER CREDIT PROTECTION  
WILLIAM N. LUND, SUPERINTENDENT**

*WATS (800) 332-8529*

*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*

*Average Counts-All Positions 15.000*

*Legislative Count 15.00*

**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.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

In addition, the agency is responsible for administration of consumer-related State laws regulating check cashers, collection agencies, consumer finance companies, credit, loan and mortgage servicers, credit reporting agencies, debt management and debt settlement companies, employee leasing companies, foreclosure purchasers, foreign currency exchangers, insurance premium finance companies, I.R.S. Code Section 1031 exchange facilitators, litigation funding companies, loan brokers, money order issuers, mortgage companies, mortgage loan originators, non-bank ATM operators, pawnbrokers, payday lenders, payroll processors, "plain language" consumer loan contract certification, real estate transaction settlement agents, refund anticipation loan facilitators, rent-to-own companies, repossession companies, residential real estate property preservation companies, retail creditors, returned check diversion program providers and "guaranteed asset protection" (GAP) debt cancellation contract administrators.

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 homeowners 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-4CLOZ), providing financial counseling and referral services to homeowners, and also serves as the State's "Student Loan Ombudsman," assisting student loan borrowers in resolving disputes with servicers.

### **ORGANIZATION:**

The Maine Consumer Credit Code, enacted by the 106th Legislature, took effect 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 ensuring 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 2019, the agency's Complaint Division responded to 808 complaints (431 formal written complaints and 377 foreclosure complaints, and ordered \$42,032 to be credited or refunded to consumers.

The Bureau's Compliance Examination Division examined 293 companies, including 68 payroll processors, 1 money transmitter, 78 automobile dealers, 28 sales finance companies, 26 pawnbrokers, 7 debt collectors, 6 repossession companies, 1 payday lender, 8 debt management service providers, 1 insurance premium finance company, 27 property preservation providers, 12 rent to own dealers, 1 credit reporting agency, 3 supervised lenders and 23 general creditors. After reviewing 14,964 transactions, the Bureau cited creditors for 89 violations of the Consumer Credit Code, 13 Fair Credit Reporting Act violations, 31 Truth-in-Lending violations, 38 Graham-Leach-Bliley Act violations, 16 Fair Debt Collection Act violations, and 12 Regulation M (Lease) violations. The exam division ordered \$57,608 in refunds or credits to Maine consumers.

During FY19 the Bureau's foreclosure prevention and outreach staff mailed informational letters to 20,468 homeowners in default on their home loans, and completed 334 referrals to housing counselors under contract with the Bureau.

Numbers of licensees for FY19 - 1,263 Supervised Lenders including both mortgage and non-mortgage lending companies (366 main offices, 897 branches); 924 Other Creditors\*; 239 Sales Finance Companies (171 main offices, 68 branches); 5 Insurance Premium Finance Companies; 1,108 Debt Collectors (628 main offices, 480 branches); 144 Loan Brokers, including both mortgage and non-mortgage (114 main offices, 30 branches); 6,139 Mortgage Loan Originators; 48 Credit Reporting Agencies; 115 Money Transmitters; 1,843 non-bank ATM terminals; 42 Debt Management Service Providers; 145 Employee Leasing Companies; 9 Check Cashers; 14 Payday Lenders; 86 Refund Anticipation Loan Providers (11 main offices, 75 branches); 76 Residential Real Estate Property Preservation Companies; 20 Exchange Facilitators; 2 NSF Check Diversion Companies; 41 Repossession Companies; 10 Litigation Funding Providers; 221 Real Estate Settlement Agencies



**DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

(164 main offices, 57 branches); 373 Payroll Processors; and 43 Guaranteed Asset Protection (GAP) administrators. In total, the Bureau oversaw 12,911 licensees and registrants.

\*This year's "Other Creditor" tally includes the following categories: 260 Loan Servicers (179 main offices, 81 branches); 8 Manufactured Home Dealers; 115 New Car Dealers; 162 Used Car Dealers; 74 Rent-to-Own Merchants (60 main offices, 14 branches); 51 Pawnbrokers; and 254 Miscellaneous Retail Creditors.

**LICENSES:**

LICENSES: Collection Agencies, Supervised Lenders, Loan Brokers, Repossession Companies, Money Order Issuers/Money Transmitters, Foreclosure Purchasers, NSF Check Diversion Companies, IRS Code Section 1031 Exchange Facilitators, Insurance Premium Finance Companies, Payday Lenders, Payroll Processors, Residential Real Estate Property Preservation Providers, Refund Anticipation Loan Facilitators, Mortgage Servicers and Mortgage Loan Originators; and Student Loan Servicers.

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 Providers, Manufactured Home Dealers, Used Car Dealers, New Car Dealers, Sales Finance Companies, General Creditors, Real Estate Settlement Agencies and GAP Administrators.

**PUBLICATIONS:**

Financial Guide for Maine Veterans  
 Downeaster Common Sense Guide to Student Loans  
 Downeaster Guide: Best Practices  
 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  
 Downeaster Common Sense Guide: Automobile Buying and Financing  
 Downeaster Common Sense Guide: Credit Reports and Credit Scores  
 Downeaster Common Sense Guide: Debt Collection  
 Downeaster Common Sense Guide: Credit Cards, Paper or Plastic?  
 Downeaster Common Sense Guide: High Interest/High Fee Loans  
 Downeaster Common Sense Guide: On the Money, A Young Person's Guide to Financial Success.  
 (All booklets are free to Maine residents.)

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CONSUMER CREDIT PROTECTION	<b>TOTAL FOR ALL FUNDS</b>	<b>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	812,963		812,963			
HEALTH BENEFITS	268,799		268,799			
RETIREMENTS	204,186		204,186			
OTHER FRINGE BENEFITS	17,342		17,342			
COMPUTER SERVICES	475		475			
CONTRACTUAL SERVICES	379,057		379,057			
RENTS	43,134		43,134			
COMMODITIES	9,926		9,926			
TRANSFER TO OTHER FUNDS	20,397		20,397			
<b>TOTAL EXPENDITURES</b>	<b>1,756,279</b>		<b>1,756,279</b>			

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF DENTAL PRACTICE**  
**PENNY VAILLANCOURT, EXECUTIVE DIRECTOR**

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*Established* 1891 *Telephone* (207) 287-3333  
*Reference Policy Area* 07 *Umbrella* 02 *Unit* 313 *Citation* T0032 *M.R.S.A., Sect.* 000018321  
*Average Counts-All Positions* 4.000 *Legislative Count* 4.00

**PURPOSE:**

The purpose of the Board is to protect the public health and welfare by seeking to ensure that the public is served by competent and honest practitioners. This is done by establishing minimum standards of proficiency, and by examining, licensing, regulating and disciplining those who practice in the profession. The primary responsibilities of the Board are to license qualified applicants; promulgate rules; investigate complaints and cases of possible noncompliance with laws; and impose discipline when deemed appropriate. The Board issues licenses in the following categories: dentists, dental hygienists, denturists, expanded function dental assistants and dental radiographers. The Board also issues practice authorities to qualified dental hygienists in the following categories: dental therapy, independent practice dental hygiene, public health dental hygiene, use of nitrous oxide analgesia and the administration of local anesthesia. The Board also issues permits to qualified dentists to use moderate sedation, deep sedation and general anesthesia.

**ORGANIZATION:**

The Board of Dental Practice was originally established in 1891, and its current composition includes nine members as follows: 5 dentists, 2 dental hygienists, 1 denturist and 1 public member. The Board also has a Dental Hygienist Subcommittee and a Denturist Subcommittee comprised of denturists, dental hygienists and dentists who make recommendations to the full Board on regulatory matters. All members are appointed by the Governor and meetings are scheduled on a monthly basis.

At its annual meeting, the Board elects from its membership a chair and vice chair. Similarly, the two subcommittees each elect a chair and a secretary at their annual meetings. The National Board Dental Examinations and the American Board of Dental Examiners, Inc. serve as the examinations for licensure.

**PROGRAM:**

During fiscal year 2019, the Board of Dental Practice met at least monthly to review full agenda items, including proposed rulemaking, complaint cases, and adjudicatory hearings. The Subcommittee on Denturists met two times during fiscal year 2019, to conduct initial reviews of applications and complaint presentations. The Subcommittee reports its recommendations to the full Board. The Subcommittee on Dental Hygienists met eleven times during fiscal year 2019, to conduct initial reviews of applications and complaint presentations. Both Subcommittees report their recommendations to the full Board.

The Board issued licenses in the following categories: 73 dentist licenses, increasing the total number of active dentist licenses to 941 for the fiscal year. The Board issued 2 faculty dentist licenses, increasing the total number of active faculty licenses to 8 for the fiscal year. The Board issued 6 resident dentist licenses, leaving a total of 9 active resident dentist licenses for the fiscal year. The Board did not issue any limited dentist licenses, leaving a total of 1 active limited license for the fiscal year. The Board issued 8 temporary dentist licenses, leaving a total of 7 active temporary dentist licenses for the fiscal year. The Board issued 57 hygiene licenses, leaving a total of 1,342 active dental hygiene licenses for the fiscal year. The Board did not issue any denturist licenses, leaving a total of 40 active denturist licenses for the fiscal year. The Board issued 123 dental radiography licenses, increasing the total number of active dental radiographers to 1,588 for the fiscal year. The Board issued 13 expanded function dental assistant licenses, increasing the total number of active expanded function dental assistants to 110 for the fiscal year. The Board issued the following practice authorities for the fiscal year to qualified dental hygienists as follows: 23 independent practice dental hygiene -

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

leaving a total of 123 authorities; 23 public health status - leaving a total of 34 authorities, 24 nitrous oxide analgesia - leaving a total of 302 authorities; and 53 local anesthesia - leaving a total of 678 authorities. The Board issued 8 permits to dentists to administer moderate sedation or general anesthesia/deep sedation, leaving a total number of 117 permits for the fiscal year.

**LICENSES:**

Dentist  
 Resident Dentist  
 Limited Dentist  
 Dental Hygienist  
 Dental Hygiene Authorities: Dental Therapy, Independent Practice Dental Hygiene, Public Health Dental Hygiene, Local Anesthesia, and Nitrous Oxide Analgesia  
 Denturist  
 Denturist Trainee  
 Dental Radiographer  
 Expanded Function Dental Assistant  
 Sedation Permits: Moderate Sedation, Deep Sedation, General Anesthesia  
 Faculty: Dentist, Dental Hygienist, Denturist  
 Temporary: Dentist, Dental Hygienist, Denturist  
 Registrations

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF DENTAL PRACTICE	TOTAL		GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS						
<b>EXPENDITURES</b>							
SALARIES & WAGES	174,012	174,012					
HEALTH BENEFITS	60,894	60,894					
RETIREMENTS	44,245	44,245					
OTHER FRINGE BENEFITS	3,764	3,764					
COMPUTER SERVICES	13,493	13,493					
CONTRACTUAL SERVICES	98,474	98,474					
RENTS	16,400	16,400					
COMMODITIES	3,468	3,468					
TRANSFER TO OTHER FUNDS	12,492	12,492					
<b>TOTAL EXPENDITURES</b>	<b>427,242</b>	<b>427,242</b>					

**STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS**

**MANDY HOLWAY OLVER, CHAIR**  
**DAVID JACKSON, EXECUTIVE DIRECTOR**

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*Established* 1935 *Telephone* (207) 287-3236  
*Reference Policy Area* 07 *Umbrella* 02 *Unit* 322 *Citation* T0032 *M.R.S.A., Sect.* 000001301  
*Average Counts-All Positions* 2.000 *Legislative Count* 2.00

**PURPOSE:**

The State Board of Licensure for Professional Engineers was established in 1935 to protect the public through the regulation of the practice of engineering in the State of Maine by establishing and maintaining professional standards. The Board is authorized to examine, certify, and license applicants who qualify as Professional Engineers or Engineer-Interns in Maine; to renew licenses upon payment of specified fees; to maintain a roster of all licensed professional engineers; to make rules not inconsistent with State laws relating to professional engineers; and to investigate complaints of alleged violations of such laws and rules, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### **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 a 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 U.S. territories. This facilitates reciprocal licensure processes and helps assure minimum standards of 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, 2019, there were 6,625 professional engineers licensed in Maine. Of that total 1,998, or slightly more than 30%, have a residential address in Maine.

During FY19, 397 candidates were newly licensed as professional engineers. Of those, 77 qualified for original licensure through examination, and 320 qualified for licensure by comity with other jurisdictions. The 309 comity applicants who submitted an NCEES Record with their application received an expedited approval process because their credentials are reviewed and verified in advance by NCEES.

Professional qualifying examinations are administered under an agreement between the Board and the National Council of Examiners for Engineering and Surveying (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 the qualifying exam for engineer-intern certification.

Examinations given at Orono, ME in October, 2018 had the following results:

PE exam candidates: 49 PE passed: 34  
SE exam candidates: 2 SE passed: 0\*

Examinations given at Orono, ME in April, 2019 and as computer-based examinations in the first six months of the year had the following results:

PE exam candidates: 56 PE passed: 43  
SE exam candidates: 4 SE passed: 0\*

\*The SE exam is comprised of two components that may be taken in separate exam cycles up to five years apart. A passing score is reflected only after a candidate has received an acceptable score on both components of the exam.

The FE exam is a computer-based examination administered year-round. Applicants for Engineer-Intern Certification apply only after passing the FE exam and graduating from an approved degree program. FE results are for examinations administered from July 1, 2018 through June 30, 2019.

FE exam candidates: 193 FE candidates who passed the exam: 119

Board meetings were held on these dates during fiscal year 2019: August 9, 2018, November 15, 2018, January 17, 2019, March 21, 2019, June 20, 2019, and July 18, 2019.

### **LICENSES:**

Professional Engineer License  
Engineer-Intern Certification

### **PUBLICATIONS:**

Roster of Professional Engineers; \$10.00; available online at no cost.

Title 32, Revised Statutes of Maine, Chapter 19, Engineers  
02-322 C.M.R. Ch. 1-6

Newsletter, Electronic newsletter; available online at no cost.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2019:** 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	121,039		121,039			
HEALTH BENEFITS	44,210		44,210			
RETIREMENTS	32,843		32,843			
OTHER FRINGE BENEFITS	2,636		2,636			
COMPUTER SERVICES	7,387		7,387			
CONTRACTUAL SERVICES	22,727		22,727			
RENTS	12,643		12,643			
COMMODITIES	2,428		2,428			
TRANSFER TO OTHER FUNDS	6,635		6,635			
<b>TOTAL EXPENDITURES</b>	<b>252,548</b>		<b>252,548</b>			

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

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 Established 1927 Telephone (207) 624-8570  
 Reference Policy Area 07 Umbrella 02 Unit 029 Citation T0009B M.R.S.A., Sect. 000000121  
 Average Counts-All Positions 19.00 Legislative Count 19.00

**PURPOSE:**

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

The Bureau has 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 state-chartered financial institution 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 1996, the Bureau assumed the responsibility for enforcing Title 9-A M.R.S., the Maine Consumer Credit Code, with respect to financial institutions. In 2004, the Bureau assumed the responsibility for licensing and examining payroll processors that are financial institutions or subsidiaries of financial institutions.

**ORGANIZATION:**

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 technology, bank holding companies, trust services, Bank Secrecy Act, and compliance. During fiscal year 2019, 17 safety and soundness

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

examinations and 55 specialized examinations (i.e., trust, compliance, information technology, Bank Secrecy Act, payroll processing, and visitations) were completed. The above includes 5 safety and soundness examinations conducted jointly with federal regulators. A computer-based system also monitors bank performance between on-site visits.

In fiscal year 2019, the Bureau received and processed (a) 5 notifications from Maine financial institutions to establish, close, or relocate a branch location within the State of Maine, (b) 4 notifications from Maine financial institutions to establish, close, or relocate an interstate branch, (c) one notification from a Maine financial institution for the investment in a closely related activity, (d) one application from a Maine financial institution to merge with another Maine financial institution, and (e) 2 requests from Maine credit unions for field of membership expansions.

The Consumer Outreach Program provides a source of information for users of financial services in Maine. Through this program, the Bureau mediates disputes and interacts with the regulated community. In fiscal year 2019, the Bureau responded to 359 consumer complaints and inquiries and assisted Maine consumers in obtaining restitution and other projected savings. The Bureau maintains a Consumer Information Website 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 including classroom venues.

**LICENSES:**

Payroll Processors

**PUBLICATIONS:**

Annual Report from the Superintendent to the Legislature for 2018. (Back issues 1996-2017 available.)

Consumer brochures available to the public: Bureau of Financial Institutions Consumer Outreach Program; Credit Reports and Identify Theft; Debit Card Holds; Save and Protect Your Money.

**FINANCES, FISCAL YEAR 2019:** 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	1,005,287		1,005,287			
HEALTH BENEFITS	322,642		322,642			
RETIREMENTS	248,389		248,389			
OTHER FRINGE BENEFITS	20,724		20,724			
CONTRACTUAL SERVICES	263,599		263,599			
RENTS	78,094		78,094			
COMMODITIES	8,197		8,197			
TRANSFER TO OTHER FUNDS	20,696		20,696			
<b>TOTAL EXPENDITURES</b>	<b>1,967,628</b>		<b>1,967,628</b>			

**BUREAU OF INSURANCE  
ERIC CIOPPA, SUPERINTENDENT**

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*Reference Policy Area* 07 *Umbrella* 02 *Unit* 031 *Citation* T0024A *M.R.S.A. Sect.* 000000200  
*Average Counts-All Positions* 71.000 *Legislative Count* 71.00

**PURPOSE:**

To regulate all insurance entities and persons authorized to transact the business of insurance in Maine for the purpose of protecting the public interest. To accomplish this purpose the Bureau is empowered to license insurance

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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, pharmacy benefits managers and service contract providers.

The Bureau examines domestic insurers not less than once every five years. The examinations assess the insurer's internal control environment, the insurer's prospective risks, and, to a certain extent, the insurer's financial condition. In addition, the Bureau has certain limited responsibilities for the examination of foreign insurers authorized to do business in the State. The Bureau also reviews the annual statutory financial statements of insurance companies, and licenses qualified applicants as insurance producers, consultants, and adjusters.

The Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms, contracts, and illustrations. For those lines, where it is required, the Bureau reviews the advertising/marketing materials business proposed to be used in Maine. Pursuant to 39-A M.R.S.A. the Bureau is responsible for authorizing and reviewing workers' compensation self-insurers, including entities, groups, and certain reinsurance accounts. 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 24 M.R.S.A. or of 24-A M.R.S.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 ("P&C") Unit provides consumer assistance, analyzes and regulates policy forms and rates for P&C insurance. The P&C Unit also resolves complaints involving workers compensation rating, and reviews all workers compensation filings. The unit conducts consumer outreach throughout the year, including the production of informational 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 to the Financial Analysis Unit 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 Conduct Unit is responsible for ongoing surveillance of the Maine insurance marketplace to identify companies that may be operating in a manner that is not

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 Consumer Health Care 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 Consumer Health Care Division conducts consumer outreach throughout the year, attends various outreach events, and produces informational brochures. The Life and Health Actuarial Unit reviews rates for health, long term care, and Medicare supplement. The Life and Health Actuarial Unit also evaluates mandated benefits, maintains related databases, and is responsible for the data analysis of the individual and small group markets.

### **LICENSES:**

Licenses: 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; Managing General Agents; Structured Settlement Transferees, Pharmacy Benefits Managers and Service Contract Providers.

### **PUBLICATIONS:**

Auto Insurance: Guide to Auto Insurance; Auto Insurance - Making the Claims Process Easier; Cancellation or Nonrenewal of Personal Automobile and Property Insurance; Credit Information - Understanding How Insurers Use; Personal Auto Insurance Complaint Comparison; Youthful Drivers Guide; Maine Driving Dynamics; Ten Things You Should Know About Buying Auto Insurance; Policy Forms Used by the 10 Largest Auto Insurance Groups in Maine.

Health Insurance: Disability Insurance Guide; External Review Guide: When Your Health Insurance Carrier Denies Benefits for Health Care Services; External Review Summary; Health/Disability/Long-Term Care Insurance Complaint Comparison; Guide to Health Insurance Appeals Process; Health Insurance Tips; Health Savings Accounts (HSAs) link to information from the US Department of the Treasury; Guide to Individual Health Insurance in Maine (and Important Renewal Information); Ten Things You Should Know Before Buying Cancer Insurance; Guide to Long Term Care Insurance and Maine's Long Term Care Partnership Program; Long Term Care (LTC) Insurance - Maine Tax Qualified and Tax Certified Policies; Long Term Care Partnership Program Approved Policies; Long Term Care Policies Certified for Income Tax Purposes in Tax Years Ending 12/31/1999; Long Term Care Policies Certified for Income Tax Incentives in Tax Years Beginning 1/1/2002; Long Term Care Shopper's Guide (NAIC publication); Mandated Health Insurance Benefits, Market Snapshot - Comparison of Individual Medical Insurers in Maine; Market Snapshot - Comparison of Small Group Health Insurers in Maine; Are You Eligible for or Do You Have Medicare? (Aggressive Sales Practices); Medicare Supplement Insurance Guide (for plans issued beginning June 2010); Understanding Medicare Enrollment Periods link to Dept. of Health and Human Services; Choosing a Medigap Policy link to Medicare publication; Ten Things You Should Know About Buying a Medigap Policy; Guide to Small Business Health Insurance Plans Offered in Maine; What Should I look For When I Buy Health Insurance?

Life Insurance: NAIC's Life Insurance Information for Military Personnel; Ten Things You Should Know Before Purchasing Life Insurance; Ten Things You Should Know About Buying Annuities; What you Should Know about Viatical and Life Settlements; Life Settlement Brochure For Producers; Alternative Life Settlement



DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Brochure For producers.

Homeowners/Renters Insurance: Cancellation or Nonrenewal of Personal Automobile and Property Insurance; A Homeowner's Insurance Guide to Natural Disasters link to Federal Alliance for Safe Homes; Understanding How Insurers Use Credit Information; Guide to Child Care Liability; Homeowners Insurance Complaint Comparison; Guide to Homeowners Insurance; Homeowners Insurance - Making the Claims Process Easier; Homeowners' Inventory Checklist; From Homeowner to Renter; Insuring Your Home Business; Ten Things You Should Know About Purchasing Home Insurance; Policy Forms Used by the 10 Largest Homeowners Insurance Groups in Maine.

Workers' Compensation: Workers' Compensation Insurance in Maine; An Employers' Guide to Opting Out; A Workers' Compensation Insurance Summary for Executive Officers of Corporations.

Miscellaneous: Insuring Your Farm - The Basics of Property & Liability Coverage; Insuring Your Business - The Basics of Property & Liability Coverage; NAIC's Get Smart About Insurance; NAIC's "Fight Fake Insurance"; Pet Insurance.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	3,579,208		3,579,208			
HEALTH BENEFITS	1,169,982		1,169,982			
RETIREMENTS	885,085		885,085			
OTHER FRINGE BENEFITS	75,710		75,710			
COMPUTER SERVICES	15,660		15,660			
CONTRACTUAL SERVICES	1,917,285		1,917,285			
RENTS	280,058		280,058			
COMMODITIES	31,326		31,326			
TRANSFER TO OTHER FUNDS	57,987		57,987			
<b>TOTAL EXPENDITURES</b>	<b>8,012,301</b>		<b>8,012,301</b>			

**OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION**

**ANNE L. HEAD, DIRECTOR**

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Reference Policy Area 07 Umbrella 02 Unit 041 Citation T0010 M.R.S.A., Sect. 000008003

Average Counts-All Positions 54.000

Legislative Count 54.00

**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 and standards of practice and ethical conduct in conjunction with licensing boards and assists in conducting disciplinary proceedings.

**ORGANIZATION:**

The Office staff is comprised of 54 full-time employees, including regulatory program administrators, investigators, inspectors, and support staff, organized into administrative work units. Reporting to the Director are the Executive Director of the Manufactured Housing Board, Director of the Real Estate Commission, an attorney, and four regulatory program administrators. OPOR staff members are responsible for ensuring that licensing programs meet statutory

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

mandates.

**PROGRAM:**

Licensing: The Office of Professional and Occupational Regulation is an umbrella State agency that administers 37 licensing programs.

Complaints: During FY19 (July 1, 2018 - June 30, 2019), 1,346 complaints were active, 950 new complaints were opened, and 1,048 were closed.

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

**LICENSES:**

During FY2019, the Office of Professional and Occupational Regulation maintained records of more than 116,000 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 online initial license and license renewal for most professions, as well as information on license and continuing education requirements and disciplinary actions taken by regulatory programs. In addition, the agency uses the State GovDelivery subscription service to update licensees and the public about new information and important developments in each program.

**FINANCES, FISCAL YEAR 2019:** 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	2,569,578		2,569,578			
HEALTH BENEFITS	961,189		961,189			
RETIREMENTS	615,670		615,670			
OTHER FRINGE BENEFITS	53,817		53,817			
COMPUTER SERVICES	121,433		121,433			
CONTRACTUAL SERVICES	1,056,090		1,047,809		8,281	
RENTS	355,460		347,349		8,111	
COMMODITIES	26,286		26,286			
TRANSFER TO OTHER FUNDS	111,850		111,532		318	
COST OF GOODS SOLD	358		358			
<b>TOTAL EXPENDITURES</b>	<b>5,871,731</b>		<b>5,855,021</b>		<b>16,710</b>	

OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
BOARDS/COMMISSIONS

Board of Accountancy Catherine Carroll, Administrator	624-8605
State Board of Alcohol and Drug Counselors Kristina Halvorsen, Administrator	624-8420
Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers Karen Bivins, Administrator	624-8524
Athletic Trainers Jennifer Hawk, Administrator	624-8617
Board of Licensing of Auctioneers Karen Bivins, Administrator	624-8524
Barbering and Cosmetology Licensing Program Geraldine Betts, Administrator	624-8625
Boilers and Pressure Vessels Safety Program Catherine Carroll, Administrator	624-8605
Charities/Professional Fund Raisers Jennifer Hawk, Administrator	624-8617
Board of Chiropractic Licensure Geraldine Betts, Administrator	624-8625
Board of Complementary Health Care Providers Geraldine Betts, Administrator	624-8625
Board of Counseling Professionals Licensure Kristina Halvorsen, Administrator	624-8420
Board of Licensure of Dietetic Practice Kristina Halvorsen, Administrator	624-8420
Electricians' Examining Board Catherine Carroll, Administrator	624-8605
Elevator and Tramway Safety Program Catherine Carroll, Administrator	624-8605
Board of Licensure of Foresters Karen Bivins, Administrator	624-8524
State Board of Funeral Service Jennifer Hawk, Administrator	624-8617
Board of Certification for Geologists and Soil Scientists Catherine Carroll, Administrator	624-8605
Board of Speech, Audiology and Hearing Jennifer Hawk, Administrator	624-8617
Interpreters for the Deaf & Hard-of-Hearing Jennifer Hawk, Administrator	624-8617
Board of Licensure for Professional Land Surveyors Karen Bivins, Administrator	624-8524

Maine Fuel Board Catherine Carroll, Administrator	624-8605
Manufactured Housing Board Robert LeClair, Executive Director	624-8678
Massage Therapist Licensing Program Jennifer Hawk, Administrator	624-8617
Nursing Home Administrators Licensing Board Kristina Halvorsen, Administrator	624-8420
Board of Occupational Therapy Practice Jennifer Hawk, Administrator	624-8617
Board of Pharmacy Geraldine Betts, Administrator	624-8625
Board of Examiners in Physical Therapy Geraldine Betts, Administrator	624-8625
Plumbers' Examining Board Catherine Carroll, Administrator	624-8605
Board of Licensure of Podiatric Medicine Kristina Halvorsen, Administrator	624-8420
State Board of Examiners of Psychologists Kristina Halvorsen, Administrator	624-8420
Radiologic Technology Board of Examiners Kristina Halvorsen, Administrator	624-8420
Board of Real Estate Appraisers Karen Bivins, Administrator	624-8524
Real Estate Commission Karen Bivins, Director	624-8524
Board of Respiratory Care Practitioners Kristina Halvorsen, Administrator	624-8420
State Board of Social Worker Licensure Kristina Halvorsen, Administrator	624-8420
Transient Sellers Jennifer Hawk, Administrator	624-8617
State Board of Veterinary Medicine Geraldine Betts, Administrator	624-8625

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**BOARD OF LICENSURE IN MEDICINE**

**LOUISA BARNHART, MD, CHAIRMAN**  
**DENNIS E. SMITH, EXECUTIVE DIRECTOR**

*Central Office* 161 CAPITOL ST., AUGUSTA, ME 04330  
*Mail Address* 137 STATE HOUSE STATION, AUGUSTA, ME 04333-0137 *FAX* (207) 287-6590  
*Established* 1995 *Telephone* (207) 287-3601  
*Reference Policy Area* 07 *Umbrella* 02 *Unit* 373 *Citation* T0032 *M.R.S.A., Sect.* 000003263  
*Average Counts-All Positions* 10.770 *Legislative Count* 10.00

**PURPOSE:**

The Board of Licensure in Medicine was established in 1895. The Board's mission is to protect the public. It accomplishes this by: ensuring that applicants for licensure are ethical and competent to practice medicine or render medical services; investigating and, when appropriate, disciplining licensees; and educating licensees through rule-making, letters of guidance, and by providing educational outreach such as links to relevant medical practice issues on its website.

**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. The physicians served for terms of 6 years. Since that time, the Legislature has changed the composition as well as the name of the Board. At present, the Board is comprised of ten (10) members: six (6) physicians; three (3) public members; and one (1) physician assistant. All members are appointed by the Governor for terms of six (6) years unless they are completing the term of a former member. Although the law only requires the Board to meet quarterly, the Board convenes regular monthly meetings, and typically meets twelve (12) times per year. In July of odd-numbered years the Board elects a chairman and a secretary. Board meetings are open to the public and meeting dates and times are published at the beginning of each calendar year in Maine newspapers, on its website, 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 is affiliated with the Department of Professional and Financial Regulation, but retains operational management and decision-making autonomy. Physician appointees to the Board must be graduates of legally chartered colleges or universities which confer degrees in medicine and must have actively engaged in the licensed practice of medicine in Maine for at least five (5) years preceding appointment. Public representative appointees or their immediate household member(s) may not earn income from activities related to the practice of medicine. The physician assistant appointee must be licensed by the Board and actively engaged in rendering medical services in Maine for at least five (5) preceding appointments to the Board.

A Physician Assistant Advisory Committee aids in the formulation of joint rules pertaining to physician assistants who are licensed by the Board of Licensure in Medicine and the Board of Osteopathic Licensure. Organizations in which the Board participates include the Eastern Region Medical Boards, the Federation of State Medical Boards, the International Association of Medical Regulatory Authorities, and Administrators in Medicine.

**PROGRAM:**

**LICENSURE:** The Board utilizes the Federation Credentials Verification Service ("FCVS") of the Federation of State Medical Boards, as well as employment history to evaluate the qualifications of applicants for licensure. **COMPLAINTS, INVESTIGATIONS, AND DISCIPLINE:** The Board receives complaints from the public, including patients or relatives of patients. In addition, the Board initiates complaints and investigations based upon information received from a variety of sources, including but not limited to healthcare providers, healthcare entities, law enforcement, the Department of Health and Human Services, other licensing boards, and the Federation of State Medical Boards Disciplinary Alert. The Board imposes discipline by either entering into a Consent Agreement with the licensee and the Office of Attorney General or by issuing a Decision and Order following a

**DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

hearing in conformance with the Maine Administrative Procedure Act. All disciplinary actions are reported to the National Practitioner Data Bank and the Federation of State Medical Boards. In calendar year 2018, the Board issued twenty-three(23) disciplinary actions. 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
- M.D. Volunteer License
- M.D. Consultative Telemedicine Registration
- M.D. Emeritus License
- Physician Assistant License Clinical
- Physician Assistant License Non-clinical

**PUBLICATIONS:**

- Consumer's Guide to the Licensing, Regulation, and Disciplining of Physicians in Maine
- Licensee's Guide to the Complaint Process
- Guide to the Informal Conference Process
- Guide to the Adjudicatory Hearing Process

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF LICENSURE IN MEDICINE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	562,749		562,749			
HEALTH BENEFITS	185,161		185,161			
RETIREMENTS	139,646		139,646			
OTHER FRINGE BENEFITS	11,921		11,921			
COMPUTER SERVICES	28,677		28,677			
CONTRACTUAL SERVICES	457,306		457,306			
RENTS	82,894		82,894			
COMMODITIES	9,053		9,053			
GRANTS, SUBSIDIES, PENSIONS	48,636		48,636			
TRANSFER TO OTHER FUNDS	26,165		26,165			
<b>TOTAL EXPENDITURES</b>	<b>1,552,208</b>		<b>1,552,208</b>			

**STATE BOARD OF NURSING**

**VALERIE FULLER, DNP, CHAIR**

**KIM ESQUIBEL PHD, MSN, MPA, RN, EXECUTIVE DIRECTOR**

*Central Office* 161 CAPITOL ST., AUGUSTA, ME 04330  
*Mail Address* 158 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 287-1149  
*Established* 1915 *Telephone* (207) 287-1133  
*Reference Policy Area* 07 *Umbrella* 02 *Unit* 380 *Citation* T0032 *M.R.S.A., Sect.* 000002151  
*Average Counts-All Positions* 8.000 *Legislative Count* 8.00

**PURPOSE:**

The State Board of Nursing was established to protect the public through regulation of nursing practice in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered nurses, licensed practical nurses or as advanced practice registered nurses; to renew the licenses of all qualified registered nurses, practical nurses and advanced practice registered nurses; to investigate complaints of

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

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 2019, the Board met in 4 regular sessions for a total of 8 days; the Board met in 7 special sessions for a total of 7 days; the Board met in 10 adjudicatory hearing sessions. 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 January 20, 2018, Maine implemented the Enhanced Nurse Licensure Compact (eNLC) which allows registered professional nurses and licensed practical (or vocational) nurses eligible for a multistate license to practice physically, electronically and/or telephonically across a state border to patients located in other states that are members of the eNLC.

A second major responsibility of the Board of Nursing is approval of all pre-licensure 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 to prepare registered nurses. The names of these programs are as follows: 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 Maine Augusta; University of New England; and Purdue Global University. Associate Degree Nursing Programs: Maine College of Health Professions; Kennebec Valley Community College; Northern Maine Community College; Central Maine Community College; Eastern Maine Community College; Beal College and Southern Maine Community College. In addition, the University of Southern Maine has a generic Masters in Nursing Program for Non-Nurses. There are 2 Board approved nursing programs to prepare licensed practical nurses: Maine College of Health Professions and Northern Maine

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Community College.

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 2019, the Board had 549 active cases: 121 provider reports, 54 individual complaints, 196 agency-initiated complaints (41 notices of unlicensed practice). The Board took the following actions in fiscal year 2019: revocation of license (7); suspended license (1); accepted voluntary surrender of license (4); placed license on probation (32); warned, censured, reprimanded or fined (60); terminated probation (1); took no action/dismitted complaint (301); license renewal denied (1); fined for unlicensed practice (41); denied licensure by endorsement (0); denied licensure by examination (0); denied reinstatement (0); letters of concern issued (146).

**LICENSES:**

Nurses licensed by Endorsement during fiscal year 2019:  
 Advanced Practice Registered Nurses: (410)  
 Registered Professional Nurses from other states: (1,421)  
 Licensed Practical Nurses: from other states: (131)

Nurses licensed by Examination during fiscal year 2019:  
 Registered Professional Nurses (836)  
 Licensed Practical Nurses (7)

Nurses licensed by Renewal and Reinstatement during fiscal year 2019:  
 Registered Professional Nurses licensed by: Renewal (10,852), Reinstatement (548), Reactivation (104)  
 Licensed Practical Nurses licensed by: Renewal (804), Reinstatement (80), Reactivation (8)

**TOTAL ACTIVE LICENSES:**

Registered Professional Nurses: 25,990  
 Advanced Practice Registered Nurses: 2,615  
 Licensed Practical Nurses: 2,042  
 All Nurses: 30,647

**PUBLICATIONS:**

Law Regulating the Practice of Nursing (available on website)  
 Rules and Regulations of the Maine State Board of Nursing (available on website)  
 Prescribed Curriculum for Nursing Assistant Training Programs (\$10.00)  
 Standardized Medication Course for Certified Nursing Assistants (\$10.00)

**FINANCES, FISCAL YEAR 2019:** 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	358,864		358,864			
HEALTH BENEFITS	124,963		124,963			
RETIREMENTS	88,617		88,617			
OTHER FRINGE BENEFITS	7,968		7,968			
COMPUTER SERVICES	42,317		42,317			
CONTRACTUAL SERVICES	317,537		317,537			
RENTS	48,902		48,902			
COMMODITIES	10,010		10,010			
TRANSFER TO OTHER FUNDS	20,123		20,123			
<b>TOTAL EXPENDITURES</b>	<b>1,019,301</b>		<b>1,019,301</b>			



DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**STATE BOARD OF OPTOMETRY**  
**BLAINE LITTLEFIELD O.D., PRESIDENT**

*Central Office* GARDINER ANNEX, GARDINER, ME 04345  
*Mail Address* 113 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX* (207) 624-8692  
*Established* 1909 *Telephone* (207) 624-8691  
*Reference Policy Area* 07 *Umbrella* 02 *Unit* 382 *Citation* T0032 *M.R.S.A., Sect.* 000002415  
*Average Counts-All Positions* 1.000 *Legislative Count* 1.00

**PURPOSE:**

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

The Board investigates all complaints and cases of noncompliance 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 Glaucoma.

**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, Optometrist may renew online and more at the Board's website:  
<http://www.maine.gov/pfr/professionallicensing/professions/optometry/index.html>

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF OPTOMETRY	TOTAL		GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	REVENUE FUNDS					
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	29,364			29,364			
HEALTH BENEFITS	11,459			11,459			
RETIREMENTS	6,916			6,916			
OTHER FRINGE BENEFITS	628			628			
COMPUTER SERVICES	2,504			2,504			
CONTRACTUAL SERVICES	15,296			15,296			
COMMODITIES	45			45			
TRANSFER TO OTHER FUNDS	3,930			3,930			
<b>TOTAL EXPENDITURES</b>	<b>70,142</b>			<b>70,142</b>			

**BOARD OF OSTEOPATHIC LICENSURE**

**SCOTT THOMAS, DO, CHAIR**  
**MELISSA MICHAUD, PA-C, VICE-CHAIR**

*Central Office* 161 CAPITOL ST., AUGUSTA, ME 04330  
*Mail Address* 142 STATE HOUSE STATION, AUGUSTA, ME 04333-0142 *FAX* (207) 536-5811  
*Established* 1916 *Telephone* (207) 287-2480  
*Reference Policy Area* 07 *Umbrella* 02 *Unit* 383 *Citation* T0032 *M.R.S.A., Sect.* 000002561  
*Average Counts-All Positions* 1.000 *Legislative Count* 1.00

**PURPOSE:**

The Board of Osteopathic Licensure was established to protect the public through regulation of the practice of osteopathic medicine so as to maintain high professional standards. Its primary responsibilities are to determine the eligibility of, certify and license qualified applicants to practice osteopathic medicine in Maine. The Comprehensive Osteopathic Medical Licensing Examination-USA (COMLEX-USA) is the accepted exam for licensure in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or seek revocation of all licenses. Furthermore, the Board has the power to make rules it considers necessary for the successful enforcement of its authority and the performance of its duties. As part of the biennial renewal process, the Board prepares and distributes its rules relative to continuing medical education and its code of ethics to each osteopathic physician licensed to practice in Maine.

**ORGANIZATION:**

The Board of Osteopathic Licensure, when 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. In 2014, the Legislature increased the Board to 10 members, adding a physician assistant. Six (6) members must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, be/have been actively engaged in the practice of osteopathic medicine in Maine for at least the last five (5) years; one (1) member must be, as noted above, a physician assistant. Three (3) must be members of the public. The Chair, Vice-Chair and Secretary-Treasurer, are elected annually, 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 \$4 to \$25 per year as voted in June 1982, becoming effective January, 1983. The Board, at its meeting in July 1987, voted to increase the registration fee in order to increase revenue to meet expenses. Licensees now (as of 2000) renew biennially before the end of their birth month. The renewal fee is capped at \$600.

Currently, licensees must obtain 100 hours of continuing medical education every two (2) years for renewal of their license to practice. The Board statute and rules require that at least 40% percent of the 100 hours are Category 1A or 1B hours as approved in the rules established by the Board. If randomly audited,

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

licensees must be prepared to furnish the Board with satisfactory evidence of attendance of osteopathic hours. Specialists may obtain the required hours within their specialty thus providing the public with the assurance that osteopathic physicians remain current with advances in osteopathic medicine as well as medicine at large.

The Board statute currently requires that the Board hold one annual meeting but the Board does meet monthly. Special meetings may be called by the Board Chair with sufficient public notice.

**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 Certificates

**PUBLICATIONS:**

"Consumer Guide" which explains the complaint process to members of the public and outlines the procedures and authority of the Board in its regulation of licensure and provides some information regarding the osteopathic profession in general.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF OSTEOPATHIC LICENSURE  <b>EXPENDITURES</b>	<b>TOTAL</b>		<b>SPECIAL</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
	<b>FOR</b>	<b>GENERAL</b>				
	<b>ALL</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	55,220		55,220			
HEALTH BENEFITS	25,772		25,772			
RETIREMENTS	12,333		12,333			
OTHER FRINGE BENEFITS	691		691			
COMPUTER SERVICES	6,166		6,166			
CONTRACTUAL SERVICES	128,616		128,616			
RENTS	7,117		7,117			
COMMODITIES	1,826		1,826			
TRANSFER TO OTHER FUNDS	8,842		8,842			
<b>TOTAL EXPENDITURES</b>	<b>246,583</b>		<b>246,583</b>			

**OFFICE OF SECURITIES**  
**JUDITH M. SHAW, SECURITIES ADMINISTRATOR**

WATS (877) 624-8551  
TTY ()-711

Central Office 76 NORTHERN AVE., GARDINER, ME 04345  
 Mail Address 121 STATE HOUSE STATION, AUGUSTA, ME 04333-0121 FAX (207) 624-8404  
 Established 1973 Telephone (207) 624-8551  
 Reference Policy Area 07 Umbrella 02 Unit 032 Citation T00032 M.R.S.A., Sect. 000016601  
 Average Counts-All Positions 16.000 Legislative Count 16.00

**PURPOSE:**

The principal mission of the Office of Securities is to protect Maine investors. To accomplish this mission, the Office administers and enforces the Maine Uniform Securities Act. The Office reviews applications to register securities for sale in Maine and filings for exemptions from registration; licenses broker-dealers, agents, investment advisers, and investment adviser representatives doing business in Maine; suspends or revokes those licenses for misconduct, as defined in the Act; conducts on-site examinations of the operations of licensees; administers an investor education program; responds to consumer complaints; investigates possible violations of the securities laws; and, when warranted by the circumstances, issues cease and desist and other administrative orders or refers matters to the Attorney General for civil or criminal action. The Office also enforces the State Commodity Code and the Regulations of the Sale of Business Opportunities.

## DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

### **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 2019, the Office received and processed 35,583 applications and amendments to register securities, terminations of registrations, and notice filings for federally covered securities (decrease of 2% over fiscal year 2018); and 561 private placement filings and amendments (increase of 22%). As of June 2019, there were 1,332 broker-dealers licensed to do business in Maine (a 5% increase from June 2018); 116,751 licensed agents of broker-dealers (increase of 2%); 1,202 investment adviser licensees or notice filers (increase of 1%); and 2,735 licensed investment adviser representatives (4% increase). In connection with the Office's review of licensing applications, the Office processed 78 broker-dealer applications, (5% decrease from fiscal year 2018); 24,597 agent applications (1% decrease); 11 investment adviser license applications (31% decrease); and 383 investment adviser representative applications (44% increase). The Office now receives and processes most securities filings and license applications electronically.

In fiscal year 2019, the Office conducted 4 examinations of licensee offices.

In fiscal year 2019, through its enforcement efforts, the Office sanctioned 19 respondents. The Office ordered or obtained judgments ordering the payment of restitution to investors in the amount of \$6,228,388 and assessed \$73,069 in penalties for violations of Maine's securities and business opportunity laws. The Office entered into 6 consent agreements and 4 consent orders and issued 3 cease and desist orders and 1 decision and order. The Office referred 6 cases for criminal prosecution and has 3 criminal cases awaiting trial. With assistance from the Office of Securities, the Office of the Attorney General successfully prosecuted 1 criminal case which resulted in a prison sentence.

In fiscal year 2019 the Office collected \$29,289,700 for the General Fund through its filing fees (registration, licensing, and notice filing fees) and penalties.

Internet Address: <http://www.maine.gov/pfr/securities>

### **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.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF SECURITIES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	976,610		976,610			
HEALTH BENEFITS	285,584		285,584			
RETIREMENTS	247,671		247,671			
OTHER FRINGE BENEFITS	19,193		19,193			
CONTRACTUAL SERVICES	304,367		304,367			
RENTS	50,413		50,413			
COMMODITIES	6,204		6,204			
TRANSFER TO OTHER FUNDS	20,904		20,904			
<b>TOTAL EXPENDITURES</b>	<b>1,910,946</b>		<b>1,910,946</b>			

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY

**OFFICE OF PROGRAM EVALUATION AND GOVERNMENT  
ACCOUNTABILITY**

**DANIELLE FOX, DIRECTOR**

*Central Office* RM 107, CROSS STATE OFF. BLDG, AUGUSTA, ME 04333-0082

*Mail Address* 82 STATE HOUSE STATION, AUGUSTA, ME 04333-0082 *FAX* (207) 287-1906

*Established* 2002

*Telephone* (207) 287-1901

*Reference Policy Area* 00 *Umbrella* 33 *Unit* 628 *Citation* T0003 *M.R.S.A., Sect.* 000000991

*Average Counts-All Positions* 9.000

*Legislative Count* 9.00

**PURPOSE:**

The Office of Program Evaluation and Government Accountability (OPEGA) assists the Legislature in ensuring that public funds are expended in the most effective, efficient and economical manner possible. It also aids the Legislature in ensuring that such funds are used to support activities and functions that produce satisfactory results and comply with State and Federal mandates.

**ORGANIZATION:**

The Legislature created this non-partisan office by statute, PL 2001, chapter 702, with an effective date of July 25, 2002, but the start-up of the Office did not occur until the Director was hired in January 2005. The Director is appointed by the Legislative Council for a term of 5 years. By Joint Rule, the Legislature established the 12-member, bi-partisan and bi-cameral Government Oversight Committee which oversees the activities of the Office.

**PROGRAM:**

The Office of Program Evaluation and Government Accountability conducts independent and objective performance audits and evaluations of state agencies, programs and functions. As necessary, OPEGA also conducts reviews of other entities receiving public funds administered by the State, or which expend private monies for public purposes. Such other entities include: local and county governments, special districts, utility districts, regional development agencies, municipal or nonprofit corporations, state contractors and any public official or public employee.

Performance audit and evaluation topics are selected by the Government Oversight Committee according to an established process. The Office defines the scope of each project in conjunction with the Committee, but then performs the review without any further direction from the Committee. The work of the Office is normally guided by the GAO Government Auditing Standards and follows an established process that provides for ongoing communication with the entity under review.

The Office produces a final report on each review discussing the work performed, the conclusions reached, and any identified areas for improvement with related recommendations. The report is released and orally-presented to the Committee during a public meeting and is then distributed as a public record.

**PUBLICATIONS:**

Internet Site - <http://www.legislature.maine.gov/opega>

FAQ - General Information about the Government Oversight Committee and OPEGA

FAQ - Requesting an OPEGA Review

Reports and Information Briefs from Completed Reviews and Studies

OPEGA Annual Reports for 2006 - 2018

**OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY**

**FINANCES, FISCAL YEAR 2019:** 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	763,348	763,348				
HEALTH BENEFITS	190,544	190,544				
RETIREMENTS	180,639	180,639				
OTHER FRINGE BENEFITS	16,613	16,613				
COMPUTER SERVICES	27,287	27,287				
CONTRACTUAL SERVICES	35,954	35,954				
COMMODITIES	854	854				
<b>TOTAL EXPENDITURES</b>	<b>1,215,239</b>	<b>1,215,239</b>				

OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	763,348	763,348				
HEALTH BENEFITS	190,544	190,544				
RETIREMENTS	180,639	180,639				
OTHER FRINGE BENEFITS	16,613	16,613				
COMPUTER SERVICES	27,287	27,287				
CONTRACTUAL SERVICES	35,954	35,954				
COMMODITIES	854	854				
<b>TOTAL EXPENDITURES</b>	<b>1,215,239</b>	<b>1,215,239</b>				

DEPARTMENT OF PUBLIC SAFETY

**DEPARTMENT OF PUBLIC SAFETY**  
**MICHAEL SAUSCHUCK, COMMISSIONER**  
**JANET JOYEUX, ASST. TO THE COMMISSIONER**

WATS (800) 452-4664

Central Office 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
Mail Address 104 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 FAX (207) 287-3042  
Established 1971 Telephone (207) 626-3805  
Reference Policy Area 06 Umbrella 16 Unit 219 Citation T0025 M.R.S.A., Sect. 000002901  
Average Counts-All Positions 621.000 Legislative Count 621.00

Units:

*DIVISION 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.

The 121st Legislature passed as Public Law Chapter 687, An Act to Establish the



**DEPARTMENT OF PUBLIC SAFETY**

Gambling Control Board whose responsibilities are to establish rules and policies as well as licensing for slot machine operators and slot machine distributors. The 125th legislature passed as Public Law Chapter 418, An Act to Allow Table Games at a Facility Licensed to Operate Slot Machines to include the licensing of Slot Machine operators to operate table games.

The Bureau of Building Codes and Standards was established within the Department of Public Safety to provide administrative support and technical assistance to the Codes and Standards Board, established in Title 5, section 12004-G, subsection 5-A. This Bureau has been consolidated under the Fire Marshal's Office.

**PROGRAM:**

Other than administration of the Department, the activities during fiscal year 2018-19 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 2019:** 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	
SALARIES & WAGES	43,297,670	18,481,781	7,233,975	12,745,323	1,394,127	3,442,464
HEALTH BENEFITS	13,386,990	5,693,306	2,152,102	4,118,272	358,509	1,064,801
RETIREMENTS	11,712,652	5,011,952	2,022,366	3,510,261	359,161	808,912
OTHER FRINGE BENEFITS	1,529,608	703,749	221,336	503,913	27,453	73,157
COMPUTER SERVICES	7,071,812	2,850,670	936,643	1,509,053	1,264,185	511,261
CONTRACTUAL SERVICES	23,191,842	11,451,168	3,428,891	4,948,785	3,194,232	168,766
RENTS	1,829,363	1,174,374	178,683	275,828	58,357	142,121
COMMODITIES	2,394,326	1,389,551	108,366	732,659	150,660	13,090
GRANTS, SUBSIDIES, PENSIONS	9,139,034		6,688,029	28,066	2,422,939	
EQUIPMENT	1,789,751	203,964	348,163	235,449	1,002,175	
INTEREST-DEBT RETIREMENT	2,219,403	1,442,612		776,791		
TRANSFER TO OTHER FUNDS	1,084,133		378,906		89,810	111,482
<b>TOTAL EXPENDITURES</b>	<b>118,646,584</b>	<b>48,403,127</b>	<b>23,697,460</b>	<b>29,888,335</b>	<b>10,321,608</b>	<b>6,336,054</b>

DEPARTMENT OF PUBLIC SAFETY	TOTAL FOR ALL FUNDS					
	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS	
SALARIES & WAGES	840,673	450,092	157,742	70,968	161,871	
HEALTH BENEFITS	261,569	124,315	50,368	22,784	64,102	
RETIREMENTS	175,926	77,207	40,341	19,513	38,865	
OTHER FRINGE BENEFITS	16,591	9,426	2,752	897	3,516	
COMPUTER SERVICES	150,649	111,967	26,645	5,190	6,847	
CONTRACTUAL SERVICES	1,647,166	779,557	196,331	640,082	31,196	
RENTS	78,982	51,276	1,653	21,016	5,037	
COMMODITIES	12,320	10,942	647	70	661	
GRANTS, SUBSIDIES, PENSIONS	930,675		4,630		926,045	
TRANSFER TO OTHER FUNDS	28,094		8,523	13,981	5,590	
<b>TOTAL EXPENDITURES</b>	<b>4,142,645</b>	<b>1,614,782</b>	<b>489,632</b>	<b>794,501</b>	<b>1,243,730</b>	

**DIVISION 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.* 000002372

**PURPOSE:**

The Division of Building Codes and Standards within the Office of the State Fire Marshal was established within the Department of Public Safety to provide

## DEPARTMENT OF PUBLIC SAFETY

administrative support and technical assistance to the Technical Building Codes and Standards Board in executing its duties pursuant to 10 MRSA §9722, subsection 6.

The Technical Building Codes and Standards Board, established in 5 MRSA §12004-G, subsection 5-A was established to adopt, amend and maintain the Maine Uniform Building and Energy Code, to resolve conflicts between the Maine Uniform Building and Energy Code and the fire and life safety codes in 25 MRSA §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 Marshal of Inspections who is certified in building standards serves as the division director and principal administrative and supervisory employee of the board. The Assistant State Fire Marshal 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 adopts rules necessary to carry out its duties under this chapter. The Board adopts, amends and maintains the Maine Uniform Building and Energy Code and identifies and resolves 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 reports to the Joint Standing Committee of the Legislature having jurisdiction over building code matters on 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 develops 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 ensures that training and certification regarding the Maine Uniform Building and Energy Code is readily available, affordable and accessible to municipal building officials and that historic preservation is a policy priority in the adoption and amendment of the Maine Uniform Building and Energy Code.

The Board approves 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 2019:** 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* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 68 STATE HOUSE STATION, AUGUSTA, ME 04333-0068 *FAX* (207) 287-6212  
*Established* 2009 *Telephone* (207) 287-4357  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 656 *Citation* T00025 *M.R.S.A., Sect.* 00002902  
*Average Counts-All Positions* 20.500 *Legislative Count* 20.50

**PURPOSE:**

The Bureau of Capitol Police is a law enforcement agency responsible for the safety of the people and the security of the buildings that make up Maine's seat of government. The Bureau's area of responsibility includes all State owned or controlled property in the City of Augusta, including 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. Bureau police officers patrol these properties, investigate crimes, and enforce laws, including parking and traffic regulations, and respond to alarms and other calls for help or assistance on the campuses. A unit within the Bureau of Capitol Police is dedicated to specifically servicing the law enforcement, safety and security needs at the Riverview Psychiatric Center. As part of our protective role, Capitol Police screeners conduct entry screening for weapons at the entrance to the State House. The Bureau's night watchpersons check for safety or security issues at the 50 plus State owned buildings and properties in Augusta at night and on weekends.

**ORGANIZATION:**

The Capitol Security Police Force was created by the Legislature 51 years ago in FY1968, and was made a branch of the Department of Public Safety in 1977. The Legislature changed the Bureau's name from Capitol Security to Capitol Police in 2009 to better reflect the agency's law enforcement role. FY19 head count is 20.5: (1) Capitol Police Chief, (1) police lieutenant, (1) police sergeant, (10) police officers, (2) night watchpersons, (4) security screeners, (1) office associate, and (1) part-time office assistant. Prior to 1977, some 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 police service. During fiscal year 2018-19, the employees within the Bureau found, initiated or responded to 43,633 documented events, incidents or activities. 82 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 kept the peace at numerous public hearings, rallies and protests during the year. Officers issued 209 traffic summonses or warnings, and 888 parking tickets. They also investigated 26 motor vehicle crashes. Capitol Police screeners examined 74,285 items being brought into the building and prevented 1,189 dangerous items from being brought into the State House. Watchpersons conducted 9,501 building or property safety and security checks.

**LICENSES:**

The Bureau of Capitol Police issues Capitol Area Activity Permits. 79 permits were issued during fiscal year 2018-19 for activities around the State House, in Capitol Park, or elsewhere 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CAPITOL POLICE	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	966,239	728,072	238,167			
HEALTH BENEFITS	387,145	297,490	89,655			
RETIREMENTS	277,906	204,078	73,828			
OTHER FRINGE BENEFITS	31,173	21,545	9,628			
COMPUTER SERVICES	41,827	35,183	6,644			
CONTRACTUAL SERVICES	23,751	18,445	5,306			
RENTS	40,393	33,521	6,872			
COMMODITIES	20,656	15,061	5,595			
TRANSFER TO OTHER FUNDS	10,544		10,544			
<b>TOTAL EXPENDITURES</b>	<b>1,799,634</b>	<b>1,353,395</b>	<b>446,239</b>			

**MISSING CHILDREN INFORMATION CLEARINGHOUSE**

**MICHAEL SAUSCHUCK, COMMISSIONER**  
**COL. JOHN E. COTE, 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) 626-3805  
*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 2019:** 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.* 000002801  
*Average Counts-All Positions* 11.000 *Legislative Count* 11.00

**PURPOSE:**

The Maine Criminal Justice Academy was established to provide a central training facility for state, county and municipal law enforcement and corrections officers. The campus is located at the former Oak Grove-Coburn School in Vassalboro, Maine. From 1972 until December 28, 2000, the Academy was located at

## DEPARTMENT OF PUBLIC SAFETY

93 Silver Street in Waterville, at the former Thomas College facility. The new campus has a lecture hall that seats 70 students and 10 additional classrooms, extensive meeting space, on-site dining facilities, and can house 130 students. The building also has a state of the art special training center, a fully equipped weight/exercise room, an indoor running track, an outside obstacle course 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, judicial marshals, capitol police officers, pre-service training for all part-time law enforcement officers and basic corrections training for all county and state correctional officers. The Academy also coordinates the 8 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 \$2.04 million, of which \$692,978 comes from the General Fund and \$1.32 million comes from fees, tuition 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 2018, the Academy had 20,172 hours of donated instructor time from 117 different agencies.

### **PROGRAM:**

During 2018, the MCJA Board of Trustees certified 127 full-time state, county and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 212 corrections officers who graduated from the Basic Corrections Training Program, and 102 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 13 law enforcement officers from the Basic Law Enforcement Training Program and 3 corrections officers from the Basic Corrections Training Program. The Board awarded 77 Instructor and Firearms Instructor Certificates, 5 Executive Certificates, 25 Canine Handler Certificates and many others. During the training year, 84 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 14 certificates for criminal conduct/convictions, waived 4 certificates for criminal conduct/convictions and gave 5 consent agreements and/or suspensions for criminal conduct/convictions. The Academy also provided 4 online law enforcement and 3 corrections classes during 2018 through Justice Planning and Management Associates (JPMA).

### **LICENSES:**

Certifications:

1. 127 - Basic Law Enforcement Officer certifications
2. 102 - Part Time Law Enforcement Officer certifications
3. 212 - Basic Correctional Officer certifications
4. 26 Judicial Marshal certifications
5. 5 - Law Enforcement Executive certifications
6. 20 - Firearms Instructor certifications
7. 57 - Instructor certifications
8. 5 - Executive certifications
9. 9 - Law Enforcement Intermediate certifications
10. 4 - Law Enforcement Advanced certifications
11. 4 - Crisis Negotiator certifications
12. 7 - Law Enforcement Chaplain certifications
13. 15 - Drug Recognition certifications
14. 18 - Canine Handler Team (Patrol and Detector) certifications
15. 7 - Canine Trainer or Assistant Canine Trainer certifications
16. 14 - Extensions for the Basic Law Enforcement Training Program
17. 0 - Extensions for the Basic Corrections Training Program
18. 8 - Extensions for Part-Time Officers to Work Beyond 1040 Hours in a Calendar Year
19. 8 - New courses were approved

## DEPARTMENT OF PUBLIC SAFETY

**PUBLICATIONS:**

Annual Report to the Joint Standing Committee on Criminal Justice and Public Safety  
 Annual Training Catalog

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	565,496		565,496			
HEALTH BENEFITS	232,712		232,712			
RETIREMENTS	138,591		138,591			
OTHER FRINGE BENEFITS	13,479		13,479			
COMPUTER SERVICES	58,296	27,149	31,147			
CONTRACTUAL SERVICES	603,427	572,046	13,113		18,268	
RENTS	7,638	7,315	323			
COMMODITIES	36,758	32,631	4,127			
TRANSFER TO OTHER FUNDS	151,795		149,069		2,726	
<b>TOTAL EXPENDITURES</b>	<b>1,808,192</b>	<b>639,141</b>	<b>1,148,057</b>		<b>20,994</b>	

## BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

### BRIAN R. PELLERIN, CHAIRPERSON

*Central Office* WILLOWDALE PLACE, SCARBOROUGH, ME 04074

*Mail Address* 360 US RT 1 SUITE 303, SCARBOROUGH, ME 04074

*Established* 1969

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 227 *Citation* T0025

*FAX*

*Telephone* (207) 885-1324  
*M.R.S.A., Sect.* 000002802

**PURPOSE:**

The primary responsibilities of the Maine Criminal Justice Academy 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, judicial marshals, capitol police officers, canine handler teams, instructors, probation officers, forest rangers and many others.

**ORGANIZATION:**

The Academy Board of Trustees currently consists of 17 members: the Commissioner of Public Safety, the Attorney General, the Colonel of the Maine Warden Service, the Chief of the State Police, and the Commissioner of Corrections, that 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 a 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 2018, the MCJA Board of Trustees certified 127 full-time state, county and municipal law enforcement officers who graduated from the Basic Law Enforcement Training Program, 212 corrections officers who graduated from the Basic Corrections Training Program, and 102 part-time law enforcement officers who graduated from the Law Enforcement Pre-service Training Program. The Board waived 13 law enforcement officers from the Basic Law Enforcement Training Program and 3 corrections officer from the Basic Corrections Training Program. The Board awarded 77 Instructor and Firearms Instructor Certificates, 5 Executive

## DEPARTMENT OF PUBLIC SAFETY

Certificates, 25 Canine Handler Certificates and many others. During the training year, 84 Specialized and In-service courses were offered. For law enforcement and/or corrections officers, the Board revoked 14 certificates for criminal conduct/convictions, waived 4 certificates for criminal conduct/convictions and gave 5 consent agreements and/or suspensions for criminal conduct/convictions. The Academy also provided 4 online law enforcement classes and 3 corrections classes during 2019 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 2019:** 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) 626-3850  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 230 *Citation* T0025 *M.R.S.A., Sect.* 000002955  
*Average Counts-All Positions* 3,000 *Legislative Count* 3.00

### PURPOSE:

The purpose of the Maine Drug Enforcement Agency (MDEA) is to provide a central administrative structure for the establishment, coordination, and oversight of specialized narcotics and narcotics-related investigative units within the State of Maine through a multi-jurisdictional drug task force approach. MDEA was created to address the upper and mid-level drug dealers that operate below the interest of the Federal law enforcement authorities that focus on international, interstate and substantial violators, and the street level efforts that focus on the small dealers and those caught in possession. 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:

The mission of the MDEA 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

DEPARTMENT OF PUBLIC SAFETY

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.

**FINANCES, FISCAL YEAR 2019:** 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	207,353	207,353				
HEALTH BENEFITS	43,789	43,789				
RETIREMENTS	19,226	19,226				
OTHER FRINGE BENEFITS	4,100	4,100				
COMPUTER SERVICES	299,185	268,812			30,373	
CONTRACTUAL SERVICES	5,028,950	4,296,848	55,798		676,304	
RENTS	718,649	664,995	333		53,321	
COMMODITIES	146,991	75,418	4,518		67,055	
EQUIPMENT	72,836				72,836	
TRANSFER TO OTHER FUNDS	3,826		419		3,407	
<b>TOTAL EXPENDITURES</b>	<b>6,544,905</b>	<b>5,580,541</b>	<b>61,068</b>		<b>903,296</b>	

**CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU  
BRODIE HINCKLEY, DIRECTOR**

*Central Office* 45 COMMERCE DRIVE, AUGUSTA, ME 04330  
*Mail Address* 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0104 *FAX* (207) 287-3042  
*Established* 2006 *Telephone* (207) 624-7001  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 219E *Citation* T00025 *M.R.S.A., Sect.* 00001533  
*Average Counts-All Positions* 65.000 *Legislative Count* 65.00

**PURPOSE:**

The Bureau of Consolidated Emergency Communications carries 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 2009 Public Law, chapter 317, 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 and the new Director began on October 25, 2006.

Public Law 2003, chapter 359, "An Act To Facilitate the Implementation, Maintenance and Operation of the E-9-1-1 Emergency System," directed the Emergency Services Communication Bureau at the Public Utilities Commission (PUC) 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



## DEPARTMENT OF PUBLIC SAFETY

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. The resulting Order on Docket 2008-225 would be the rates that the Bureau can charge to all its state and local partners for PSAP call-taking and public safety dispatching services. With the issuing of that Order, several jurisdictions did not renew contracts and went to agencies that provided services for a lesser rate. Public Law 2009, chapter 617, in part removed the requirement that the Maine Public Utilities Commission hold a rate case for the setting of the Emergency Services Communications Bureau's user fees. This ability was returned to the Bureau of Consolidated Emergency Communications.

In the spring of 2014, the Orono regional communications center relocated to a renovated building at the Bangor International Airport, and is co-located with Maine State Police, Troop E and Major Crime Unit North.

### 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.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	3,442,464					3,442,464
HEALTH BENEFITS	1,064,801					1,064,801
RETIREMENTS	808,912					808,912
OTHER FRINGE BENEFITS	73,157					73,157
COMPUTER SERVICES	511,261					511,261
CONTRACTUAL SERVICES	168,766					168,766
RENTS	142,121					142,121
COMMODITIES	13,090					13,090
TRANSFER TO OTHER FUNDS	111,482					111,482
<b>TOTAL EXPENDITURES</b>	<b>6,336,054</b>					<b>6,336,054</b>

## EMERGENCY MEDICAL SERVICES BOARD JAY BRADSHAW, DIRECTOR

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 152 STATE HOUSE STATION, AUGUSTA, ME 04333-0152 *FAX* (207) 287-6251

*Established* 1981

*Telephone* (207) 626-3865

*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 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 three independent (non-state) regional contracts to coordinate education and assist local EMS services with quality assurance, medical control, and mutual aid planning.

Maine has 276 ambulance and non-transporting services providing basic and

## DEPARTMENT OF PUBLIC SAFETY

advanced emergency medical care, that also includes specialized air medical and rescue transportation services. There are over 5,500 licensed EMS personnel (including Emergency Medical Dispatchers); 36 acute care hospitals (including three designated Trauma Centers); approximately 500 EMS vehicles; and approximately 1,500 emergency physicians, nurses, and ambulance vehicle operators.

Maine EMS is also responsible for providing quality improvement assistance to the dispatch centers.

### **PROGRAM:**

The Maine EMS system conducts hundreds of training programs for ambulance services, emergency medical services providers at 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 nearly 280,000 calls in 2018.

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 Non-Transporting Service Licenses and Permits  
Emergency Medical Responder, Emergency Medical Technician, Advanced EMT, 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 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  
Emergency Medical Dispatch Priority Reference System  
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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **OFFICE OF THE STATE FIRE MARSHAL JOSEPH THOMAS, STATE FIRE MARSHAL**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 52 STATE HOUSE STATION, AUGUSTA, ME 04333-0052 *FAX* (207) 287-6251  
*Established* 1973 *Telephone* (207) 626-3870  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 224 *Citation* T0025 *M.R.S.A., Sect.* 000002396  
*Average Counts-All Positions* 39.000 *Legislative Count* 39.00

## DEPARTMENT OF PUBLIC SAFETY

### PURPOSE:

The primary function of the State Fire Marshal is to protect lives and property from fire. It is the duty of the State Fire Marshal to enforce all laws, ordinances and rules directed toward and concerned with the prevention and containment of fire and the protection of life and property; the suppression of arson and investigation of cause, origin and circumstances of fires; the storage, sale and use of combustibles, flammables and explosives; the installation, maintenance or sale of automatic and other fire alarm systems and fire extinguishing systems; the construction, maintenance and regulation of fire escapes; the adequacy of means of egress, in case of fire, from buildings; and other such duties as may be conferred or imposed by law.

### ORGANIZATION:

The Division of State Fire Prevention was created in 1937 to combat an increasing number of fraudulent insurance claims resulting from set fires. Since then, there has been a substantial growth in the areas of responsibility of the Office of the State Fire Marshal, which replaced the Division of State Fire Prevention in 1972. The scope of statutory authority has broadened to include a number of activities related to life safety as well as fire prevention 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:

Licenses:  
Fire Safety Technician Certification  
Fireworks Technician License  
Dance License  
Theater License  
Fire Sprinkler License

### 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

DEPARTMENT OF PUBLIC SAFETY

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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL	GENERAL	SPECIAL REVENUE	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
SALARIES & WAGES	2,372,030	233,197	2,138,833			
HEALTH BENEFITS	798,866	92,962	705,904			
RETIREMENTS	674,291	62,415	611,876			
OTHER FRINGE BENEFITS	54,831	5,467	49,364			
COMPUTER SERVICES	245,231	10,152	235,079			
CONTRACTUAL SERVICES	454,742	22,821	431,921			
RENTS	120,365		120,365			
COMMODITIES	72,482	4,872	67,610			
GRANTS, SUBSIDIES, PENSIONS	50,000		50,000			
EQUIPMENT	96,966		96,966			
TRANSFER TO OTHER FUNDS	49,497		49,497			
<b>TOTAL EXPENDITURES</b>	<b>4,989,301</b>	<b>431,886</b>	<b>4,557,415</b>			

**GAMBLING CONTROL BOARD**  
**MILTON F CHAMPION, EXECUTIVE DIRECTOR**

Central Office 45 COMMERCE DRIVE SUITE 3, AUGUSTA, ME 04330  
Mail Address 87 STATE HOUSE STATION, AUGUSTA, ME 04333-0087 FAX (207) 287-4356  
Established 2004 Telephone (207) 626-3900  
Reference Policy Area 06 Umbrella 16 Unit 633 Citation T0008 M.R.S.A., Sect. 000001002  
Average Counts-All Positions 18,000 Legislative Count 18,000

**PURPOSE:**

The Gambling Control Board is a 5 member board appointed by the Governor charged with the regulation of casino gaming as authorized by 8 M.R.S.A., Chapter 31. The Gambling Control Unit is a bureau within the Department of Public Safety that reports to the Board and is responsible for the inspection, monitoring and investigation of the companies and individuals that are associated with gaming activities at licensed facilities in the State. Further, the Gambling Control Unit oversees the collection and distribution of funds that are generated from those operations.

**ORGANIZATION:**

The Executive Director serves as director to both the Gambling Control Unit and the Board. The Director provides leadership, oversight, and administration of the 3 functional areas to include Licensing, Auditing and Inspections. In addition to the Executive Director, the Gambling Control Unit has 17 employees assigned to it. An Office Specialist and an Office Assistant are assigned to the Unit to assist with the administrative duties of the Board and the Unit. One Inspector Supervisor supervises the activities of the Inspectors at the facilities. Nine civilian inspectors are located at the gaming facilities during all hours the facilities are open to observe operations. Two auditors ensure proper accounting and distribution of funds generated from the gaming facilities. A Maine State Police detective performs the investigative functions associated with licensing

## DEPARTMENT OF PUBLIC SAFETY

and any criminal activities. Additionally, one position from the State Bureau of Identifications is financially supported due to the number of fingerprints from persons seeking licensure.

### PROGRAM:

The Gambling Control Unit assists the Gambling Control Board in providing daily oversight of regulatory matters associated with slot machine and casino gaming. Specific responsibilities include budget planning, revenue distribution, rule promulgation, staff development, legislative analysis, individual and business licensing, and enforcement of administrative actions. The Gambling Control Board utilizes a central monitoring system operated by a third party contractor to protect state revenues and maintain the public's confidence in the integrity of gaming activity. The Unit also regulates charitable gaming and fantasy contests. The Unit's mission is to provide efficient, effective, and consistent regulation of authorized gaming in the State of Maine.

### LICENSES:

Slot Machine or Casino Operators  
Slot Machine and Table Game Distributors  
Gambling Services Vendors  
Slot Machine or Casino Facility Employees  
Non-Profit Charitable Licenses  
Non-Profit Charitable Registrations

### PUBLICATIONS:

Annual Report to Governor each March 15 on Gambling Control Unit website.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

GAMBLING CONTROL BOARD	TOTAL					
	FOR	GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
EXPENDITURES	FUNDS	FUND	REVENUE	FUND	FUNDS	FUNDS
SALARIES & WAGES	821,002	778,437	42,565			
HEALTH BENEFITS	275,635	258,827	16,808			
RETIREMENTS	200,258	190,038	10,220			
OTHER FRINGE BENEFITS	18,932	17,951	981			
COMPUTER SERVICES	206,386		206,386			
CONTRACTUAL SERVICES	1,516,957		1,516,957			
RENTS	49,101		49,101			
COMMODITIES	5,656		5,656			
GRANTS, SUBSIDIES, PENSIONS	6,583,399		6,583,399			
TRANSFER TO OTHER FUNDS	18,339		18,339			
<b>TOTAL EXPENDITURES</b>	<b>9,695,665</b>	<b>1,245,253</b>	<b>8,450,412</b>			

## BUREAU OF HIGHWAY SAFETY

**LAUREN V. STEWART, DIRECTOR**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330

*Mail Address* 164 STATE HOUSE STATION, AUGUSTA, ME 04333-0164 *FAX* (207) 287-3430

*Established* 1980

*Telephone* (207) 626-3840

*Reference Policy Area* 06 *Umbrella* 16 *Unit* 221 *Citation* T0025 *M.R.S.A., Sect.* 000002902

*Average Counts-All Positions* 7.000

*Legislative Count* 7.00

### PURPOSE:

The Bureau of Highway Safety is responsible for the State's highway safety programs. 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.

## DEPARTMENT OF PUBLIC SAFETY

### 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 Maine Driving Dynamics program (MDD) and administers the Fatality Analysis Reporting System (FARS) and the Child Safety Seating Fitting Station program in Maine. The Bureau provides technical and financial assistance to agencies participating in these programs.

**FINANCES, FISCAL YEAR 2019:** 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
EXPENDITURES						
SALARIES & WAGES	305,549		8,097	46,328	251,124	
HEALTH BENEFITS	99,936		2,225	17,459	80,252	
RETIREMENTS	77,686		1,944	11,124	64,618	
OTHER FRINGE BENEFITS	6,811		179	1,021	5,611	
COMPUTER SERVICES	512,433			36,828	475,605	
CONTRACTUAL SERVICES	2,327,350		16,384	278,014	2,032,952	
RENTS	29,870			29,870		
COMMODITIES	8,545			7,548	997	
GRANTS, SUBSIDIES, PENSIONS	1,496,894				1,496,894	
TRANSFER TO OTHER FUNDS	38,161		327	4,869	32,965	
TOTAL EXPENDITURES	4,903,235		29,156	433,061	4,441,018	

## STATE BUREAU OF IDENTIFICATION

**COL. JOHN E. COTE, CHIEF, MAINE STATE POLICE**  
**MATTHEW R. RUEL, DIRECTOR**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330  
*Mail Address* 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 *FAX* (207) 287-3042  
*Established* 1937 *Telephone* (207) 624-7200  
*Reference Policy Area* 06 *Umbrella* 16 *Unit* 223 *Citation* T0025 *M.R.S.A., Sect.* 000001541

### PURPOSE:

The State Bureau of Identification, a Division of the Maine State Police, is the central repository of criminal history record information for the State of Maine. The Bureau provides criminal history and sex offender registry information to agencies and persons authorized by law to receive such information, serves as the repository of fingerprint images provided by local agencies, and serves as the single point of transmission to the Federal Bureau of Investigation 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 enhancing and implementing new software to computerize its record

## DEPARTMENT OF PUBLIC SAFETY

systems, and improve its biometric systems to better provide information to law enforcement agencies and the public. 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 online 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 work with local law enforcement agencies to refer new offenders and update verification information. In addition, the agency maintains all the information that is posted on the State Sex Offender Registry website.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF STATE POLICE

**COL. JOHN E. COTE, CHIEF**

**LT. COL. WILLIAM S. HARWOOD, DEPUTY CHIEF**

*WATS (800) 452-4664*

*Central Office 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04330*

*Mail Address 42 STATE HOUSE STATION, AUGUSTA, ME 04333-0042 FAX (207) 287-3042*

*Established 1925*

*Telephone (207) 624-7200*

*Reference Policy Area 06 Umbrella 16 Unit 222 Citation T0025 M.R.S.A., Sect. 000001501*

*Average Counts-All Positions 445.500*

*Legislative Count 445.50*

### **PURPOSE:**

The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and crisis. The Bureau was established to patrol the highways, especially outside the compact portion of cities and towns without local law enforcement agencies. The Bureau provides specialized response teams to support major critical incidents, manages the State's crime laboratory, 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 in 1921. 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, three Major Crimes Units, Unsolved Homicide Unit, along with 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

DEPARTMENT OF PUBLIC SAFETY

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; and, 8) provide specialized administrative, licensing, and enforcement services.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF STATE POLICE	<b>TOTAL FOR ALL</b>	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	33,776,865	16,084,630	4,083,076	12,628,027	981,132	
HEALTH BENEFITS	10,222,537	4,875,923	1,054,430	4,078,029	214,155	
RETIREMENTS	9,339,856	4,458,987	1,145,567	3,479,624	255,678	
OTHER FRINGE BENEFITS	1,310,531	645,258	144,952	501,995	18,326	
COMPUTER SERVICES	5,046,544	2,397,407	430,743	1,467,035	751,359	
CONTRACTUAL SERVICES	11,420,733	5,761,450	1,193,082	4,030,689	435,512	
RENTS	642,244	417,267	36	224,941		
COMMODITIES	2,077,827	1,250,627	20,213	725,040	81,947	
GRANTS, SUBSIDIES, PENSIONS	78,066		50,000	28,066		
EQUIPMENT	1,619,949	203,964	251,197	235,449	929,339	
INTEREST-DEBT RETIREMENT	2,219,403	1,442,612		776,791		
TRANSFER TO OTHER FUNDS	672,395		142,189	485,084	45,122	
<b>TOTAL EXPENDITURES</b>	<b>78,426,950</b>	<b>37,538,125</b>	<b>8,515,485</b>	<b>28,660,770</b>	<b>3,712,570</b>	



PUBLIC UTILITIES COMMISSION

**PUBLIC UTILITIES COMMISSION**

**HARRY LANPHEAR, ADMINISTRATIVE DIRECTOR**  
**NANCY GOODWIN, ASST. ADMIN. DIRECTOR**

WATS (800) 452-4699

Central Office 101 SECOND STREET, HALLOWELL, ME 04347

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Established 1913

Telephone (207) 287-3831

Reference Policy Area 07 Umbrella 65 Unit 407 Citation T0035A M.R.S.A., Sect. 000000103

Average Counts-All Positions 64.000

Legislative Count 64.00

Units:

EMERGENCY SERVICES COMMUNICATION BUREAU

E-9-1-1 COUNCIL

**PURPOSE:**

The Public Utilities Commission's purpose is to ensure that utilities in the State of Maine provide safe, adequate and reliable service to the public at rates that are reasonable and just. The Commission acts as a quasi-judicial body which decides cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over approximately 155 water utilities, 14 electric utilities, 4 gas utilities, 25 local telephone utilities, 1 water carrier, 250 competitive electricity providers, and 188 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, docket management and information technology, 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 AND SAFETY DIVISION (CASD) receives, analyzes and responds to complaints from Maine utility customers. This Division is also responsible for gas safety and Dig Safe activities. 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

## PUBLIC UTILITIES COMMISSION

service like telephone companies and pole attachment charges for cable television systems. Public Law 1991, chapter 342, exempted cellular telephone providers, from regulation as public utilities, as long as one provider does not "exclusively control" the assigned service area and unless the Commission determines that the cellular provider is engaged in providing basic exchange telephone service. Public Law 1999, chapter 718, gave the Commission enforcement authority over the Dig Safe damage prevention statute. 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. Chapter 623 of the Public Laws of 2011 and chapter 462 of the Public Laws of 2015 largely deregulated the telecommunications industry.

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, 2019, 312 cases were filed with the Commission and the Commission closed 339 cases.

The Commission's Consumer Assistance and Safety Division (CASD) is charged with ensuring that consumers and utilities receive fair and equitable service through CASD educational and complaint resolution programs. During the 12 months ending December 2018, CASD handled 14,887 consumer contacts, including 7,891 information requests and 1,733 complaints. The vast majority of complaints (93%) were related to the electric utilities, with 1% attributable to telephone utilities, 1% attributable to gas utilities, and 5% attributable to water utilities. In addition, the CASD ordered \$151,404 in abatements to customers. The CASD received 0 utility exemption requests during 2018. Finally, CASD received 239 requests from utilities to disconnect customers from service during the winter of 2018.

### **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; applications by competitive electricity providers for licenses to sell electricity to consumers (246 licensed to date although not all are active); 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 Energy, Utilities and Technology of the Maine Legislature. (No Charge)

Rules (No Charge)

Various consumer information publications (No Charge)

Electronic documents from the Commission such as orders, briefs, recommendations and the like, for parties or interested persons in cases can be obtained from the Commission's Case Management System, which can be accessed from the Commission's web site at: [www.maine.gov/mpuc/](http://www.maine.gov/mpuc/). Copies of these materials may be requested and the requestor 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,751,518		4,707,288		44,230	
HEALTH BENEFITS	1,265,988		1,265,988			
RETIREMENTS	1,298,437		1,298,437			
OTHER FRINGE BENEFITS	98,657		98,657			
COMPUTER SERVICES	497,935		497,935			
CONTRACTUAL SERVICES	7,139,705		7,139,705			
RENTS	588,427		588,427			
COMMODITIES	24,040		24,040			
GRANTS, SUBSIDIES, PENSIONS	7,090,953		7,090,953			
TRANSFER TO OTHER FUNDS	92,184		91,780		404	
<b>TOTAL EXPENDITURES</b>	<b>22,847,844</b>		<b>22,803,210</b>		<b>44,634</b>	

PUBLIC UTILITIES COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,156,613		4,112,383		44,230	
HEALTH BENEFITS	1,087,776		1,087,776			
RETIREMENTS	1,147,671		1,147,671			
OTHER FRINGE BENEFITS	85,206		85,206			
COMPUTER SERVICES	417,437		417,437			
CONTRACTUAL SERVICES	1,580,741		1,580,741			
RENTS	533,352		533,352			
COMMODITIES	19,466		19,466			
GRANTS, SUBSIDIES, PENSIONS	6,920,589		6,920,589			
TRANSFER TO OTHER FUNDS	78,247		77,843		404	
<b>TOTAL EXPENDITURES</b>	<b>16,027,098</b>		<b>15,982,464</b>		<b>44,634</b>	

**EMERGENCY SERVICES COMMUNICATION BUREAU**  
**HARRY LANPHEAR, ADMINISTRATIVE DIRECTOR**  
**MARIA JACQUES, DIRECTOR**

*Central Office* 101 SECOND STREET, HALLOWELL, ME 04347  
*Mail Address* 18 STATE HOUSE STATION, AUGUSTA, ME 04333-0018 *FAX* (207) 287-1039  
*Established* 2003 *Telephone* (207) 287-3831  
*Reference Policy Area* 07 *Umbrella* 65 *Unit* 625 *Citation* T0025 *M.R.S.A., Sect.* 000002926  
*Average Counts-All Positions* 9.000 *Legislative Count* 9.00

**PURPOSE:**

The Emergency Services Communication Bureau, established in 1994, has been part of the Maine Public Utilities Commission since September 13, 2003. The Bureau is responsible for the implementation and management of the Enhanced 9-1-1 system. The Bureau, in consultation with the E-9-1-1 Council, will develop all system elements, standards and cost estimates necessary to provide for the installation and operation of a statewide E-9-1-1 system.

**PROGRAM:**

In 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.

PUBLIC UTILITIES COMMISSION

**PUBLICATIONS:**

Maine Enhanced 9-1-1 Addressing Officers Manual, seventh edition  
 Web Page www.maine.gov/maine911

**FINANCES, FISCAL YEAR 2019:** 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
SALARIES & WAGES	594,905		594,905			
HEALTH BENEFITS	178,212		178,212			
RETIREMENTS	150,766		150,766			
OTHER FRINGE BENEFITS	13,451		13,451			
COMPUTER SERVICES	80,498		80,498			
CONTRACTUAL SERVICES	5,558,964		5,558,964			
RENTS	55,075		55,075			
COMMODITIES	4,574		4,574			
GRANTS, SUBSIDIES, PENSIONS	170,364		170,364			
TRANSFER TO OTHER FUNDS	13,937		13,937			
<b>TOTAL EXPENDITURES</b>	<b>6,820,746</b>		<b>6,820,746</b>			

**E-9-1-1 COUNCIL**

**PHILIP L. BARTLETT II, CHAIRMAN**

WATS (800) 452-4699

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*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, assist in responding to and resolving service-related complaints, and provide public information about the 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 MRS, 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 2019:** 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**  
**DOROTHY CANELLI, CHIEF DEPUTY SECRETARY**

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*Mail Address* 148 STATE HOUSE STATION, AUGUSTA, ME 04333-0148 *FAX* (207) 287-8598  
*Established* 1920 *Telephone* (207) 626-8400  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250 *Citation* T0005 *M.R.S.A., Sect.* 000000081  
*Average Counts-All Positions* 421.500 *Legislative Count* 421.50

Units:

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)	DIVISION OF LEGAL AFFAIRS
MAINE STATE ARCHIVES	MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)
DIVISION OF ARCHIVES SERVICES	BUREAU OF MOTOR VEHICLES
DIVISION OF CORPORATIONS, UCC AND COMMISSIONS	DIVISION OF PUBLIC SERVICES
BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	DIVISION OF RECORDS MANAGEMENT SERVICES
DIVISION OF DRIVER LICENSE SERVICES	REGULATORY FAIRNESS BOARD
DIVISION OF ELECTIONS AND APA	BUREAU OF THE SPECIAL ADVOCATE
DIVISION OF INFORMATION TECHNOLOGY	DIVISION OF VEHICLE SERVICES
DIVISION OF ENFORCEMENT, ANTI-THEFT & REGULATION	

**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 therein is 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). There are approximately 800 separate sections of Maine law which makes reference to the 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 bodies 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 the 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, the 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 Corporations Division. Also in 1963, the Department of the Secretary of State was first recognized under the law with the Secretary of State being 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

DEPARTMENT OF THE SECRETARY OF STATE

Procedures Act became effective July 1, 1978. The Office of the Special Advocate was created in 2011 to provide assistance to small businesses and staff the Regulatory Fairness Board.

**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 of State and the Office of Information Services. As a Constitutional Officer, the Secretary of State 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 25 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 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 the State's younger generation 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 conducts outreach to a wide variety of organizations; and works to resolve regulatory issues between state agencies and small businesses.

**LICENSES:**

See Bureau information for specific listings.

- <http://www.maine.gov/sos/cec/>
- <http://www.maine.gov/sos/bmv/>
- <http://www.maine.gov/sos/arc/>

**PUBLICATIONS:**

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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FOR ALL FUNDS	GENERAL FUND				
<b>EXPENDITURES</b>						
SALARIES & WAGES	17,425,241	2,180,645	186,082	15,058,514		
HEALTH BENEFITS	7,004,750	806,818	75,762	6,122,170		
RETIREMENTS	4,294,323	539,714	48,118	3,706,491		
OTHER FRINGE BENEFITS	368,040	46,448	4,132	317,460		
COMPUTER SERVICES	3,555,021	1,148,902	144,131	2,261,988		
CONTRACTUAL SERVICES	6,073,768	1,362,940	96,007	4,605,521	9,300	
RENTS	1,590,203	8,696	3,717	1,577,790		
COMMODITIES	1,502,412	76,611	115,690	1,310,111		
GRANTS, SUBSIDIES, PENSIONS	766,288	1,945	764,343			
EQUIPMENT	150,603		17,839	132,764		
TRANSFER TO OTHER FUNDS	1,668,584		29,039	1,639,113	432	
<b>TOTAL EXPENDITURES</b>	<b>44,399,233</b>	<b>6,172,719</b>	<b>1,484,860</b>	<b>36,731,922</b>	<b>9,732</b>	

DEPARTMENT OF THE SECRETARY OF STATE

**ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)**  
**DAVID LACHANCE, DIRECTOR**

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*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9013  
*Established* 1943 *Telephone* (207) 624-9005  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250D *Citation* T0029A *M.R.S.A., Sect.* 000000151

**PURPOSE:**

The Division of Administrative Services provides services for the bureaus, divisions and sections within the Department of the Secretary of State. This includes the Bureau of Corporations, Elections and Commissions (CEC), the Maine Archives, Information Services, and the Bureau of Motor Vehicles (BMV). The divisions within the Bureau of Motor Vehicles consists of Driver License Services, Legal Affairs, Adjudications & Hearings, Enforcement, Anti-Theft & Regulations, Public Services and Vehicle Services. The Administrative Services division provides financial and management support services including accounting, audit, budgeting, inventory management, human resources, payroll, plate manufacturing, records management, revenue collection, central stores and supply, mail handling and facilities management. These services cover the main office, 13 branch offices, 20 outreach locations operated by two 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 these 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, supervisors and facilities management. Audit Services conducts reviews of municipalities and audits vendor systems, to ensure software upgrades reflect recent law changes. Records Management and Retention indexes vehicle and driver history, stores all records via micro-film or digital image, following policy and statutory requirements, for in-house and state agencies, municipalities and law enforcement.

**PUBLICATIONS:**

<http://www.maine.gov/sos/bmv>

**FINANCES, FISCAL YEAR 2019:** 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**

*Central Office* CULTURAL BLDG, AUGUSTA, ME 04333-0084 *TTY* ()-711  
*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX* (207) 287-5517  
*Established* 1965 *Telephone* (207) 287-5790  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 255 *Citation* T0005 *M.R.S.A., Sect.* 000000094  
*Average Counts-All Positions* 14.500 *Legislative Count* 14.50

## DEPARTMENT OF THE SECRETARY OF STATE

### **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 providing centralized storage and retrieval facilities for records that must be temporarily retained.

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 technologies and techniques designed to make such records readily accessible for use by the government and the 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 services (duplication, digital to microfilm conversion, microfilm to digital conversion), printing selected records in high demand by the public and posting electronic documents on the internet.

### **ORGANIZATION:**

The Maine Legislature created the State Archives in 1965. In 1973 Archives was designated a central staff agency extending its jurisdiction to the counties and municipalities.

Two operating functions comprise the Maine State Archives: Records Management Services and 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 deaccession and destruction of archival government records that are no longer deemed to have permanent value. The Archives works with the Maine Historical Records Advisory Board to serve historical records repositories throughout Maine and serves as chair of the Board.

### **PROGRAM:**

Records management consulting and training is available to all government agencies, including counties and municipalities. A comprehensive database system allows for retrieval of records. Special projects include scanning, digitizing records, and/or re-filming of records whose original versions are in poor condition and deploying searchable databases in the Archives' Research Room. When funding is available, the Archives makes financial grants available for archival preservation and access projects.

### **PUBLICATIONS:**

For information regarding 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE ARCHIVES  <b>EXPENDITURES</b>	<b>TOTAL</b>	<b>GENERAL</b>	<b>SPECIAL</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
	<b>FOR</b>					
	<b>ALL</b>	<b>FUND</b>	<b>REVENUE</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>			<b>FUNDS</b>
SALARIES & WAGES	662,179	662,179				
HEALTH BENEFITS	246,811	246,811				
RETIREMENTS	162,605	162,605				
OTHER FRINGE BENEFITS	13,944	13,944				
COMPUTER SERVICES	100,523	100,523				
CONTRACTUAL SERVICES	365,534	316,165	49,369			
RENTS	6,257	6,257				
COMMODITIES	40,283	35,500	4,783			
TRANSFER TO OTHER FUNDS	233		233			
<b>TOTAL EXPENDITURES</b>	<b>1,598,369</b>	<b>1,543,984</b>	<b>54,385</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) 287-5517  
*Established* 1971 *Telephone* (207) 287-5799  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 255A *Citation* T0005 *M.R.S.A., Sect.* 000000095

**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. Also included are vital records of birth, death, marriage, divorce records prior to 1892, 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 public remains constant. The creation of finding aids in the form of computerized indexes has continued with many now available online. Further online access has become available in Digital Commons and ArchivesSpace.

The Division works with the Secretary of State's Office of Information Services and with the State's Office of Information Technology to ensure the preservation of digital records and permanently valuable (archival) digital documents throughout State government.

**PROGRAM:**

Services in the Research Room include quiet areas where researchers can examine archival documents and view images on computers and digital microfilm reader-printers. These images can be digitally scanned onto disks and other electronic recording devices, reproduced in paper form and made available on the internet.

**FINANCES, FISCAL YEAR 2019:** 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 147,000 business entities and nonprofit corporations operating in the State and over 204,000 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 relating to public officials.

**ORGANIZATION:**

The Director is responsible for the programs of the Division. 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 97,000 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 51,000 original records, amendments and renewals of security interests in personal property under the Uniform Commercial Code and the Federal Food Security Act. The Division also maintains signature and oath records for Notaries Public, various State officials and appointees to boards and commissions. These records are maintained both as an official record and for authenticating official acts. The Division annually reports to the Governor and the Legislature on potential vacancies and activities of boards and commissions. The Division issues commissions 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 businesses, the 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 data base.

**FINANCES, FISCAL YEAR 2019:** 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  
*Average Counts-All Positions* 36.000 *Legislative Count* 36.00

**PURPOSE:**

The Bureau of Corporations, Elections, and Commissions is 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. 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:**

<http://www.maine.gov/sos/cec/>

**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

DEPARTMENT OF THE SECRETARY OF STATE

Registered and Enrolled Voters Listing  
 Internet: [www.maine.gov/sos/cec/](http://www.maine.gov/sos/cec/)

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	1,633,364	1,518,467	114,897			
HEALTH BENEFITS	609,809	560,008	49,801			
RETIREMENTS	404,696	377,109	27,587			
OTHER FRINGE BENEFITS	35,076	32,504	2,572			
COMPUTER SERVICES	1,192,100	1,048,379	143,721			
CONTRACTUAL SERVICES	1,096,125	1,046,775	40,050			
RENTS	2,439	2,439				9,300
COMMODITIES	41,111	41,111				
GRANTS, SUBSIDIES, PENSIONS	1,945	1,945				
EQUIPMENT	17,839		17,839			
TRANSFER TO OTHER FUNDS	18,038		17,606			432
<b>TOTAL EXPENDITURES</b>	<b>5,052,542</b>	<b>4,628,737</b>	<b>414,073</b>			<b>9,732</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* T0029A *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; 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 and by maintaining standards to determine physical, emotional and mental competencies for driving.

**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. In 2017, a Bureau reorganization transferred the oversight of driver/rider education from the Division.

**PROGRAM:**

The primary functions and activities of the Driver License Services Division are ensuring drivers are properly licensed, motor vehicles are properly insured, examination of drivers for licensure, processing abstracts of convictions or adjudications of violations of the motor vehicle laws as transmitted from the Maine Judicial System including the traffic court, and applying those convictions or adjudications to driver history records. Case review of individual driver

## DEPARTMENT OF THE SECRETARY OF STATE

records for appropriate action against repeat violators under the point system or suspending the license or registration as mandated by law. The Division reviews individual reports of traffic accidents and invokes the provisions of the Financial Responsibility Law against motorists involved. The Division also suspends licenses based on administrative determination that a person operated a motor vehicle with an excessive alcohol level or was under the legal drinking age while operating a motor vehicle with any amount of alcohol. This Division is responsible, with the support of a Medical Advisory Board, in accordance with established rules and standards used by the Secretary of State for determining physical, emotional and mental competence of persons to operate motor vehicles. 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. The Division maintains compliance with federal rules and regulations related to the permitting, licensing and suspension of commercial motor vehicle operators.

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:**

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 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **DIVISION OF ELECTIONS AND APA MELISSA PACKARD, DIRECTOR HEIDI PECKHAM, ASSISTANT DIRECTOR**

*Central Office* CROSS OFFICE BUILDING, AUGUSTA, ME 04333-0101  
*Mail Address* 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 *FAX* (207) 287-6545  
*Established* 1996 *Telephone* (207) 624-7650  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250M *Citation* *M.R.S.A., Sect.*

### **PURPOSE:**

The purpose of this Division is to supervise and administer all elections for federal, state and county offices and statewide referenda. In that capacity, the Division advises election officials from 500 municipalities, 600 candidates and the general public regarding election laws and procedures; conducts training sessions for municipal election officials; prepares, proofreads and distributes 2,750 separate ballot types and other election materials; tabulates official election results; supervises recounts of contested races; oversees the application of the State's laws pertaining to candidate and citizen initiative

## DEPARTMENT OF THE SECRETARY OF STATE

petitions; and coordinates the statewide implementation of the National Voter Registration Act (NVRA), the Help America Vote Act (HAVA), the Uniformed Service and Overseas Citizen Absentee Voting Act (UOCAVA), and the Military and Overseas Voters Empowerment Act (MOVE), four federally mandated programs.

Additionally, the Division maintains records of approximately 2,100 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. 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 2019:** 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* 2501 *Citation* *M.R.S.A., Sect.*

### **PURPOSE:**

The Division of Information Technology maintains a Data Center for the Department of the Secretary of State, and supports the data and technology needs for the Bureau of Motor Vehicles, the Bureau of Corporations, Elections and Commissions, the Maine State Archives and the Secretary of State's Office.

### **ORGANIZATION:**

The Division of Information Technology was established in August of 2006 and provides information technology support to the bureaus and offices within the Department of the Secretary of State.

### **PROGRAM:**

In Fiscal Year 2019, the Division worked very closely with the BMV to begin implementation of a Driver's License Credential production software and hardware. The Division has completed an upgrade of the Boards and Commissions software for the CEC. The Division of Information Technology is in the process of upgrading the software for Corporations.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**DIVISION OF ENFORCEMENT, ANTI-THEFT & REGULATION**

**DAVID GUILMETTE, DIRECTOR**

**MARK SILK, ASSISTANT DIRECTOR**

TTY ()-711

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 T0029A M.R.S.A., Sect. 000000152

**PURPOSE:**

The Division of Enforcement, Anti-Theft and Regulations was established to provide for the law enforcement, regulatory functions, and business licensing of the Bureau of Motor Vehicles. 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 duties assigned by the Deputy Secretary of State. In 2018, the law enforcement unit had over 3,670 cases assigned, and closed 3,590 cases. The Division oversees the management and training of the Secretary of State's Critical Incident Management Plan.

The Dealer Licensing Unit administers the licensing and renewal process for new and used automobile dealers, equipment, light trailer, trailer, motorcycle dealers, vehicle auctions and recyclers. This unit issues dealer license plates, dealer wrecker plates, permits for demonstration of loaded trucks, moving mobile homes, mobile crushers and off-sight vehicle sales. In 2018, this section serviced and maintained 2,500 licensed dealers.

The Title and Anti-Theft Unit provides for the determination of ownership of a vehicle, lien holder information and issuance of certificates of title. This unit is responsible for the inspection of all incoming vehicle title applications. All questioned applications and other suspect documents are referred to the Enforcement Unit for a complete investigation. In 2018, 399,149 title applications were examined and 482,519 titles issued.

The Driver/Rider Education Unit provides for licensing and monitoring all driver/rider education schools and instructors; it is responsible for the training and certification of motorcycle safety instructors; and the education of individuals interested in obtaining a motorcycle license. In 2018, there were 339 licensed driver education instructors, 154 licensed driver education schools, 55 licensed motorcycle instructors, and 26 licensed motorcycle schools. This unit also investigates complaints against driver/rider education schools and their instructors. They assist in performing compliance inspections of licensed car dealerships and salvage yards.

**ORGANIZATION:**

In 2018, the Bureau, through reorganization, combined the work units of Law Enforcement, Dealer Licensing, Title and Anti-Theft, and Driver/Rider Education under one Division. This newly reorganized division is now called the Division of Enforcement, Anti-Theft and Regulations.

**PROGRAM:**

The Division 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**DIVISION OF LEGAL AFFAIRS**

**BENJAMIN TUCKER, DIRECTOR**

**LYNNE GARDNER, 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. This Division also provides legal advice, research, 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 which conducts Board hearings and performs legal research.

**PROGRAM:**

The Division schedules and conducts all administrative and Motor Vehicle Franchise Board hearings involving the suspension and restoration of driver's licenses, business dealer licenses and vehicle registrations and titles and disputes between motor vehicle manufacturers and automobile dealers. The division also performs legal research and training for the Bureau of Motor Vehicles 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)**

**JOHN TAYLOR, CHAIRMAN**

*TTY* ()-711

*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* T0029A *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, advice may be sought by the Board. The Board formulates its advice from records and reports, 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 their choice, which must be given due consideration by the Board.



## DEPARTMENT OF THE SECRETARY OF STATE

### **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, may hold as many meetings deemed necessary and maintains a calendar of scheduled meetings. Additionally, the board shall advise the Secretary of State on written medical and vision standards related to operator licensing which may be adopted as rules and it shall coordinate efforts to educate health care providers and the public, in medical aspects of motor vehicle operating licensing.

### **PUBLICATIONS:**

Functional Ability Profiles Governing the Physical, Mental and Emotional Competence to Operate a Motor Vehicle

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF MOTOR VEHICLES**

**PATTY MORNEAULT, DEPUTY SECRETARY OF STATE**  
**LESLIE SOARES, SECRETARY SPECIALIST**

TTY ()-711

*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) 624-9000

*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250A *Citation* T0029A *M.R.S.A., Sect.* 000000351

*Average Counts-All Positions* 371.000

*Legislative Count* 371.00

### **PURPOSE:**

The Bureau of Motor Vehicles was established to provide public safety and better regulation of traffic through administration of the laws of the State relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Bureau provides various motor vehicle registration, license and title services to the residents of Maine at the main office and thirteen branch locations throughout the State.

The Bureau ensures 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 registering and titling motor vehicles and collects the sales tax due when a vehicle purchased from anyone other than a registered dealer.

### **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

DEPARTMENT OF THE SECRETARY OF STATE

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 1997, the Bureau began regulating driver education programs. 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. In 2017, the Office of Investigations was reorganized resulting in the creation of the new Division of Enforcement, Anti-theft and Regulation.

**PROGRAM:**

The Bureau provides licensing, registration, and title services through 13 branch office locations, 21 outreach stations operated by 2 mobile units, the main office in Augusta, 468 municipal agents and 12 non-governmental 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, title lien releases and vanity plate search and order.

**LICENSES:**

Driver's License/Learner's Permit - See Division of Driver License Services  
 Driver Education School & Instructor Licenses - See Division of Enforcement, Anti-theft and Regulation  
 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 & Vehicle Recycler Licenses - See Division of Enforcement, Anti-theft and Regulation

**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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF MOTOR VEHICLES	TOTAL		GENERAL	SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR ALL FUNDS	REVENUE FUNDS					
<b>EXPENDITURES</b>			<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	15,129,699	71,185		15,058,514			
HEALTH BENEFITS	6,148,131	25,961		6,122,170			
RETIREMENTS	3,727,022	20,531		3,706,491			
OTHER FRINGE BENEFITS	319,021	1,561		317,460			
COMPUTER SERVICES	2,262,398	410		2,261,988			
CONTRACTUAL SERVICES	4,612,109	6,588		4,605,521			
RENTS	1,581,507	3,717		1,577,790			
COMMODITIES	1,421,019	110,908		1,310,111			
GRANTS, SUBSIDIES, PENSIONS	764,343	764,343					
EQUIPMENT	132,764			132,764			
TRANSFER TO OTHER FUNDS	1,650,313	11,200		1,639,113			
<b>TOTAL EXPENDITURES</b>	<b>37,748,326</b>	<b>1,016,404</b>		<b>36,731,922</b>			

DEPARTMENT OF THE SECRETARY OF STATE

**DIVISION OF PUBLIC SERVICES**

**JENNIFER PEASE, DIRECTOR**  
**VICKI LAWRY, OFFICE SPECIALIST I**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9013  
*Established* 2007 *Telephone* (207) 624-9008  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250N *Citation* *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 maintains offices in convenient locations 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 seventy Customer Representative Associates in three field operations units, as well as six new limited-period positions; in the Southern, Central and Northern Districts. Within the districts are thirteen branch office locations and two Mobile Units that visit nineteen outreach stations throughout Maine communities on a regular basis. In addition to Field Operations Units, the Division also reaches the public through our partnership with nine American Automobile Association (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, Real ID driver licenses and Real ID 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 increasing the integrity between the Bureau and citizens of Maine.

**FINANCES, FISCAL YEAR 2019:** 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) 287-5517  
*Established* 1971 *Telephone* (207) 287-5799  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 255R *Citation* T0005 *M.R.S.A., Sect.* 000000095

**PURPOSE:**

The Division of Records Management Services, established under the authority of the State Archivist, assists state agencies in managing their records by means of record retention schedules which includes technical assistance to improve

## DEPARTMENT OF THE SECRETARY OF STATE

procedures for maintaining, storing and servicing records; as well as 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.

### **PROGRAM:**

By law, the Maine State Archives furnishes copies of archival materials in its possession. The Imaging Center provides this service and microfilming 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.

During fiscal year 2019, the State Records Center provided nearly 65,000 records to State agencies. The Records 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.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **REGULATORY FAIRNESS BOARD**

**MATTHEW DUNLAP, SECRETARY OF STATE**  
**DOROTHY CANELLI, CHIEF DEPUTY SEC 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) 626-8400  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 666 *Citation* T0005 *M.R.S.A., Sect.* 00000090-T

### **PURPOSE:**

The Regulatory Fairness Board exists to hear testimony and to report to the Legislature and Governor at least annually on regulatory and statutory changes necessary to enhance the State's business climate.

### **ORGANIZATION:**

The Regulatory Fairness Board was created in Public Law, Chapter 304 (2011). The Secretary of State serves as chair of the Board, and four public members are appointed as follows: two members are appointed by the Governor; one member is appointed by the President of the Senate; and one member is appointed by the Speaker of the House.

### **PROGRAM:**

The Board holds public hearings and receives oral and written testimony from constituents regarding a range of statutes and rules affecting their businesses. The Board issues an annual report to the Governor and the Legislature with recommendations based on the work the Board has done over the past year.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DEPARTMENT OF THE SECRETARY OF STATE

**BUREAU OF THE SPECIAL ADVOCATE**  
**DOROTHY CANELLI, CHIEF DEPUTY SEC 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) 626-8401  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 665 *Citation* T00005 *M.R.S.A., Sect.* 00000090-N

**PURPOSE:**

The Bureau of the Special Advocate exists to assist in resolving regulatory enforcement actions affecting small businesses that, if taken, are likely to result in significant economic hardship and to advocate for small business interests in other regulatory matters.

**ORGANIZATION:**

The Bureau of the Special Advocate was created in Public Law, Chapter 304 (2011) and reports directly to the Secretary of State.

**PROGRAM:**

In 2018, the Bureau of Special Advocate provided assistance to over 50 of Maine's small businesses. This assistance varied from seeking to address a variety of regulatory actions; monitoring several statutory changes that impact small businesses; monitoring rule making activities regarding licensing; and other regulatory issues that have a direct impact on them. The Special Advocate also co-chairs the Maine Broadband Coalition. The Coalition advocates for legislation and other community activities to expand broadband in rural Maine which has a direct impact on small businesses. Additionally, the Special Advocate assisted Maine's businesses with referrals and other guidance and staffed the Regulatory Fairness Board.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**DIVISION OF VEHICLE SERVICES**  
**STEPHEN ASHCROFT, DIRECTOR**

TTY ()-711

*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) 624-9055  
*Reference Policy Area* 00 *Umbrella* 29 *Unit* 250S *Citation* T0029A *M.R.S.A., Sect.* 000000101

**PURPOSE:**

The primary purpose of the Division of Vehicle Services is to administer those motor vehicle laws pertaining to the registration of all classes of motor vehicles and trailers. Vehicle Services also administers both state and federally adopted commercial vehicle laws. Programs administered include all 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). Furthermore 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's Municipal Coordinators are responsible for training town municipal registration agents as well as non-governmental agents.

The Division's Motor Carrier Services Office staffs the Motor Carrier Review

## DEPARTMENT OF THE SECRETARY OF STATE

Board. In 1996, the Board developed and adopted its rules for conducting carrier reviews. In 2018, those rules were modernized and approved with an associated statute change. 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 the Commercial Vehicle programs, Dealer Licensing, and the Title and Anti-Theft Unit were added. The Division was recently reorganized, separating the dealer licensing and titles programs from Vehicle Services.

### **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 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, over dimensional permits became available online.

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 nonresident 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 implemented a non-governmental registration agent program to allow non-governmental agents to issue long term and annual trailer registrations and motor vehicle registrations.

In 2017, the Division began work on a new overlimit permit routing application which will import highway restriction information from MDOT. This application went live in February 2019. The application allows permittees to apply online for permits at any time. Currently, the application is showing a self-issuance rate of nearly 78%. Self-issue means that the carrier completed the process with no employee intervention 78% of the time.

Also in 2017, the Division took over the administration of toll violation suspensions.

In 2018, the Division issued the new Emergency Medical Technicians and Barbara Bush Children's Hospital plates, and has begun to reissue a newly redesigned veteran's plate.

### **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)
- International Fuel Tax Agreement Licenses
- Long Term Trailer Registrations

## DEPARTMENT OF THE SECRETARY OF STATE

Commercial Vehicle Registrations; IRP Registrations and Trip Permits  
Operating Authority Permits, including UCR  
Over Dimensional Permits  
Registration Procedures Manual  
Laws for the Operation of Commercial Vehicles  
International Registration Plan Manual  
Fuel Tax Licensing Procedures  
Motor Carrier Manual

### **PUBLICATIONS:**

Brochures covering registration requirements  
Registration Procedures Manual  
Rules and Regulations  
Laws for the Operation of Commercial Vehicles  
International Registration Plan Manual  
Fuel Tax Licensing Procedures  
Motor Carrier Manual

**FINANCES, FISCAL YEAR 2019:** 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.

**PROGRAM:**

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. The key projects for 2019 include the continuation of the multi-year effort to repair windows located at the State House. Additional projects include lighting upgrades, mechanical repairs, painting and cosmetic upgrades in interior spaces of the building and select carpet replacements in various locations.

On June 26, 2018, the Legislative Council approved the transfer of \$100,000 from the State House Preservation and Maintenance Fund to the Blaine House Repairs and Maintenance Fund for the Blaine House Grounds Restoration Project in fiscal year 2018-19. This brought the total transferred from the State House Preservation and Maintenance Fund for the project to \$351,000.

**FINANCES, FISCAL YEAR 2019:** 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	494,100	494,100				
COMMODITIES	78,040	78,040				
<b>TOTAL EXPENDITURES</b>	572,140	572,140				
RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	494,100	494,100				
COMMODITIES	78,040	78,040				
<b>TOTAL EXPENDITURES</b>	572,140	572,140				



DEPARTMENT OF TRANSPORTATION

**DEPARTMENT OF TRANSPORTATION**  
**BRUCE VAN NOTE, COMMISSIONER**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3001  
*Established* 1972 *Telephone* (207) 624-3000  
*Reference Policy Area* 08 *Umbrella* 17 *Unit* 229 *Citation* T0023 *M.R.S.A., Sect.* 000004205  
*Average Counts-All Positions* 2046.283 *Legislative Count* 828.50  
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  
PUBLIC TRANSIT ADVISORY COUNCIL  
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 the 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,

DEPARTMENT OF TRANSPORTATION

both individually and organizationally.

**PUBLICATIONS:**

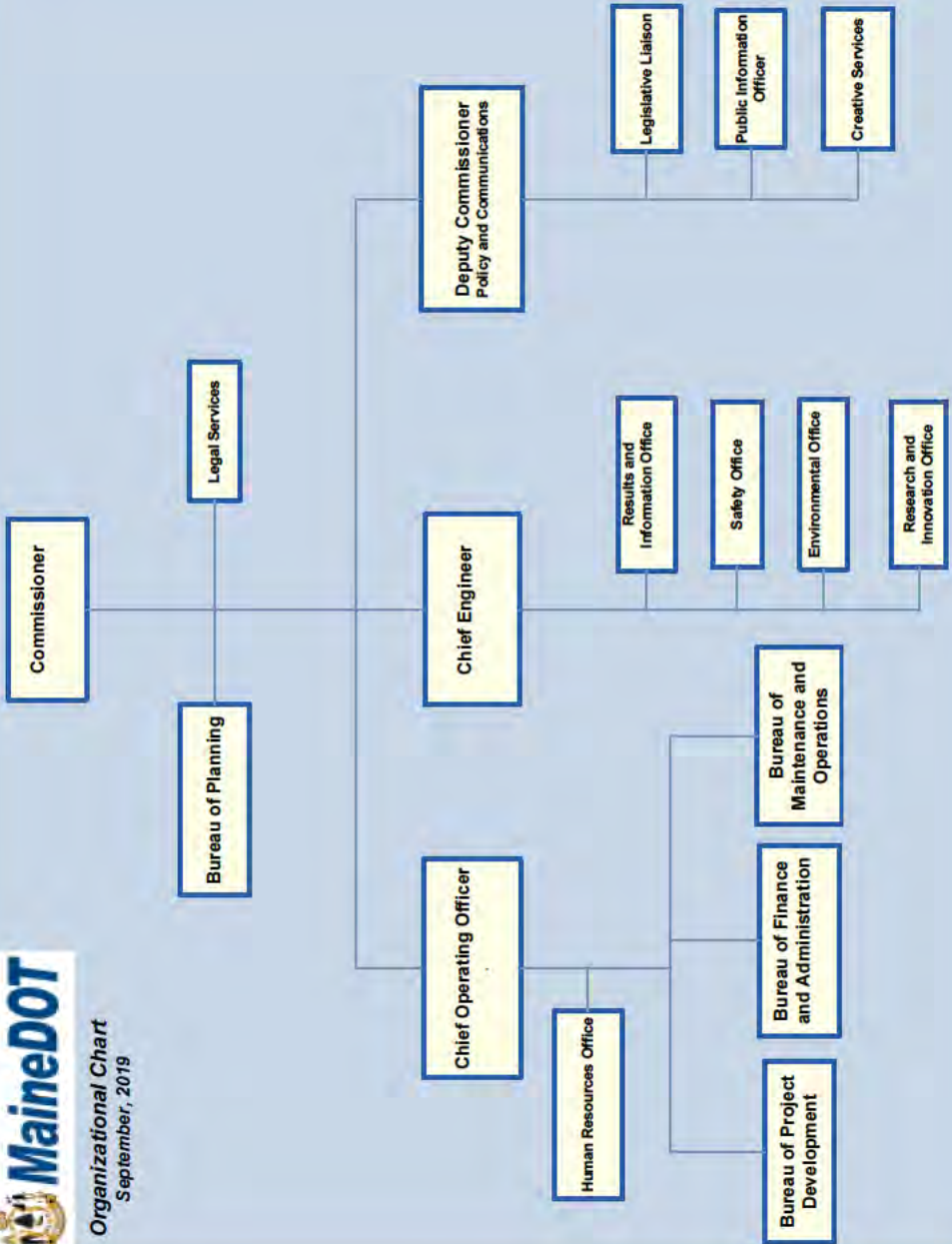
NONE

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
SALARIES & WAGES	86,052,524		3,081,011	60,698,606	12,756,473	9,516,434
HEALTH BENEFITS	34,552,950		203,784	26,024,034	4,535,881	3,789,251
RETIREMENTS	21,264,036		154,094	15,588,772	3,221,130	2,300,040
OTHER FRINGE BENEFITS	2,758,554		12,874	2,237,681	258,363	249,636
COMPUTER SERVICES	9,089,558			8,172,698	184,849	732,011
CONTRACTUAL SERVICES	104,931,088		3,160,777	36,409,808	26,035,721	39,324,782
RENTS	29,163,180		333,241	27,290,051	462,816	1,077,072
COMMODITIES	31,013,705		1,567,866	23,896,440	1,999,629	3,549,770
GRANTS, SUBSIDIES, PENSIONS	37,005,586		5,046,610	22,631,923	9,167,311	159,742
EQUIPMENT	304,462,622		66,554,136	10,940,116	123,612,607	103,355,763
INTEREST-DEBT RETIREMENT	34,113,817			13,263,886	20,849,931	
TRANSFER TO OTHER FUNDS	6,139,872		7,090	6,025,370	-7,090	114,502
<b>TOTAL EXPENDITURES</b>	<b>700,547,492</b>		<b>80,121,483</b>	<b>253,179,385</b>	<b>203,077,621</b>	<b>164,169,003</b>



Organizational Chart  
September, 2019



DEPARTMENT OF TRANSPORTATION

**BUREAU OF FINANCE AND ADMINISTRATION**

**KAREN S. DOYLE, DIRECTOR**

Central Office 24 CHILD STREET, AUGUSTA, ME 04330  
Mail Address 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 FAX (207) 624-3201  
Established 1972 Telephone (207) 624-3200  
Reference Policy Area 08 Umbrella 17 Unit 231 Citation T0023 M.R.S.A., Sect. 000004206  
Average Counts-All Positions 96.500 Legislative Count 96.50

**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 the Bureau of Finance and Administration.

**PROGRAM:**

The Bureau's current focus is on enhancing the accuracy of financial forecasting and promoting complete accountability in the administration of transportation programs and funds.

Financial information and position counts for other units are also included in this program.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF FINANCE AND ADMINISTRATION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
SALARIES & WAGES	5,166,354		31,490	5,134,864		
HEALTH BENEFITS	1,894,415		11,950	1,882,465		
RETIREMENTS	1,294,340		7,890	1,286,450		
OTHER FRINGE BENEFITS	105,869		649	105,220		
COMPUTER SERVICES	1,765,156			1,765,156		
CONTRACTUAL SERVICES	2,232,426		323,041	1,909,385		
RENTS	274,034		980	273,054		
COMMODITIES	379,417		3,649	375,768		
<b>TOTAL EXPENDITURES</b>	<b>13,112,011</b>		<b>379,649</b>	<b>12,732,362</b>		

**MAINE AERONAUTICAL ADVISORY BOARD**

**NATHAN MOULTON, DIRECTOR**

Central Office 24 CHILD STREET, AUGUSTA, ME 04330  
Mail Address 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 FAX  
Established 1978 Telephone (207) 624-3300  
Reference Policy Area 08 Umbrella 17 Unit 245 Citation T0006 M.R.S.A., Sect. 000000302

**PURPOSE:**

The Board was established to advise the Department on matters relating to aeronautics and to submit to the Commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available

## DEPARTMENT OF TRANSPORTATION

to the public.

### **ORGANIZATION:**

The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of at least 7 voting members appointed by the Commissioner of Transportation. All members shall serve a term of office of 2 years consistent with the State fiscal year. Terms must be staggered so that approximately half of the Board is renewed each year. The Commissioner shall endeavor to appoint a balance of public and private sector members holding diverse knowledge and perspectives of the aeronautics industry. Vacancies may be filled to serve out the remainder of a term if a member resigns or is terminated for cause or a vacancy is created in any other manner. 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE STATE FERRY ADVISORY BOARD MARK HIGGINS, MANAGER, MSFS**

*Central Office* P O BOX 645, ROCKLAND, ME 04861

*Mail Address* , ,

*Established* 1975

*Reference Policy Area* 08 *Umbrella* 17 *Unit* 325 *Citation* T0023 *M.R.S.A., Sect.* 000004301

*FAX* (207) 557-2110

*Telephone* (207) 557-2110

### **PURPOSE:**

The Maine State Ferry Service (MSFS) Advisory Board was established to assist the Department on matters relating to the MSFS. The Board shall submit to the Commissioner of Transportation an annual report that shall include recommendations for change to MSFS and comment upon the present and future needs of the service.

### **ORGANIZATION:**

The MSFS Advisory Board shall consist of one member and one alternate member from each of the island municipalities and plantations served by the MSFS and three members appointed by the Commissioner.

### **PROGRAM:**

In FY 2018, the Board which is comprised of 6 island representatives and alternate members from the communities and 1 mainland representative (2 mainland seats vacant) advised MSFS management on the following key issues:

A project to improve parking at the Rockland terminal was programmed and completed. The scope of the project includes approximately 15 additional spaces, better traffic flow, drainage and new pavement.

#### **Vessel Management:**

The design is wrapping up for a second new vessel which is scheduled to go out to bid in November.

Construction of the M/V Richard G. Spear is underway with delivery in February of 2020.

The next major project is the mid-life rebuild of the M/V Libby.

The board was also supportive of doing more work on vessels during each yard

## DEPARTMENT OF TRANSPORTATION

period to improve condition, extend the life and reliability of the fleet.

### Infrastructure Maintenance:

A system-wide apron rehabilitation project is funded and underway. Maintenance and improvement work has been completed at multiple transfer bridges, piers, and buildings across the ferry service.

Several lighting upgrades are either completed or underway.

The Preventive Maintenance System RFP process was completed and Wheelhouse Technologies was chosen and will begin implementation in October 2019.

The primary Advisory Board topic for this year has been the need for and implementation of a rate increase to replace the flat system increase implemented in May of 2018.. Multiple ticketing strategies have been and are being analyzed. Public listening sessions were held on North Haven, Swan's Island, Islesboro, and Vinalhaven to provide information, answer questions, and solicit feedback and ideas for the formal public hearing process this fall and implement the result in the fall of 2019.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF MAINTENANCE AND OPERATIONS DAVID BERNHARDT, DIRECTOR

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 623-2526  
*Established* 1980 *Telephone* (207) 624-3600  
*Reference Policy Area* 08 *Umbrella* 17 *Unit* 234 *Citation* T0023 *M.R.S.A., Sect.* 000004206  
*Average Counts-All Positions* 1371.059 *Legislative Count* 185.00

### PURPOSE:

To sustain Maine's transportation network, the Bureau of Maintenance and Operations performs work in three primary areas: Maintenance, Operations, and Production support. Each area includes numerous work activities 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 internal services account managed by MaineDOT Fleet Services. Our workforce has expertise in many diverse specialties. These subject areas combined with the knowledge of the Bureau and its employees, allow for successful navigation of the geographical challenges realized within Maine. Utilizing both state forces and contractors, allows the Bureau to realize a streamlined delivery of projects. This partnership allows the Bureau to achieve Department goals.

### ORGANIZATION:

The Bureau of Maintenance and Operations consists of five geographic Regions, the Maine State Ferry Service, Fleet Services, and a Central Headquarters unit. The Central Headquarters unit is the support center for Regional operations, as well as the statewide divisions of Traffic Engineering, Community Services, Multimodal Operations, and Radio Operations

### PROGRAM:

MaineDOT's Bureau of Maintenance and Operations (M&O) operates, inspects and maintains, 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 numerous bridges owned and maintained by the State or Maine.

Within the State highway systems, M&O is responsible for snow and ice control for Maine's 8,300 lane miles of state highways, per established Customer Service Levels. Six hundred of these lane miles are contracted to be maintained by contractors and municipalities. Additionally, M & O provides emergency response

DEPARTMENT OF TRANSPORTATION

services 24 hours a day, 365 days a year.

The Bureau's work also includes summer highway maintenance for 8,400 centerline miles of state and state aid highways; as well as the inspection and maintenance of over 2,700 bridges and minor spans, 229 railroad bridges and the inspection of approximately 800 municipality owned structures. 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 oversees the maintenance and operations of approximately 478 miles of state-owned railroad lines, and 372.61 miles of this are active rail, assisting in the transporting of goods across the State. M&O also manages highway access, signing, and additional traffic services to state, federal and municipal projects. The Bureau of Maintenance and Operations maintains a Transportation Management Center (TMC), open 24 hours a day 365 days a year. The TMC allows for the management of emergency field operations, communication to travelers on highway conditions, as well as to providing centralized communication with other State entities during events. Maintenance of rest areas, Visitor Information Centers, the Penobscot Narrows Bridge Observatory and Maine's 511 Traveler Information system which keeps residents, as well as visitors to the State, informed, safe, and comfortable during travel on our highways, fall within the purview of the Bureau as well. The operating resources required to maintain established service levels within M&O include:

- ==> Augusta headquarters along with five regional offices seven Ferry Service terminals, and Fleet Services, which is responsible for the maintenance, purchase, and inspection of the Bureau's heavy equipment. Within the five regions there are 150 smaller crew maintenance facilities;
- ==> 778 pieces of heavy equipment;
- ==> Allocation of 1,416 full-time employees (FTEs), including 89 FTEs responsible for the year-round operation of the Maine State Ferry Service.

**FINANCES, FISCAL YEAR 2019:** 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
EXPENDITURES						
SALARIES & WAGES	50,161,213			43,353,863	1,223,396	5,583,954
HEALTH BENEFITS	21,656,736			18,841,004	480,385	2,335,347
RETIREMENTS	12,242,612			10,584,471	303,547	1,354,594
OTHER FRINGE BENEFITS	2,008,823			1,815,407	32,076	161,340
COMPUTER SERVICES	3,005,344			2,446,704	905	557,735
CONTRACTUAL SERVICES	46,996,029		450,489	30,667,602	939,877	14,938,061
RENTS	26,824,449		314,871	25,099,097	335,658	1,074,823
COMMODITIES	27,427,457		1,443,297	20,845,853	1,859,758	3,278,549
GRANTS, SUBSIDIES, PENSIONS	21,074,348			21,074,348		
EQUIPMENT	6,642,521			6,642,521		
TRANSFER TO OTHER FUNDS	744,161			629,659		114,502
<b>TOTAL EXPENDITURES</b>	<b>218,783,693</b>		<b>2,208,657</b>	<b>182,000,529</b>	<b>5,175,602</b>	<b>29,398,905</b>

**MAINE PILOTAGE COMMISSION**

**BRIAN DOWNEY, ADMINISTRATOR**  
**KIM KING, TRANS PLANNING ANALYST**

Central Office 24 CHILD STREET, AUGUSTA, ME 04330  
 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.

## DEPARTMENT OF TRANSPORTATION

### **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 nonemergency business.

### **PROGRAM:**

The Commission establishes the rules, policies, and procedures that govern the licensing, training, and discipline of marine pilots in the State waters under the jurisdiction of the Commission. The Commission also approves the rates which pilots may charge for services and generally oversees the operational and safety requirements of deep draft ship movements. Administrative responsibility for the Maine Pilotage Commission was transferred to the Department of Transportation in July 1998. Since that time the Office of Freight and Business Services has served as the administrator of the Commission.

### **LICENSES:**

During Fiscal Year 2019, there were no new licenses issued; no renewed licenses issued; and no new route endorsements issued. There are eight (8) active and three (3) inactive Maine Pilotage Commission pilots. One pilot license was deactivated due to pilot relocation.

### **PUBLICATIONS:**

[www.maine-pilotage.com](http://www.maine-pilotage.com)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BUREAU OF PLANNING**

### **ANDY BICKMORE, ACTING DIRECTOR**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330

*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

*Average Counts-All Positions* 100.532

*Legislative Count* 89.00

### **PURPOSE:**

The MaineDOT Bureau of Planning conducts continuing, cooperative and comprehensive transportation planning for all modes of transportation, statewide. The Bureau also develops the Department's Work Plan to support the Department's mission, "To responsibly provide our customers the safest and most reliable transportation system possible, given available resources." The planning activities of the Bureau are directed towards development and implementation of the Department's annual Work Plan. In it, the Bureau documents what projects will be constructed or undertaken, and what activities will be performed in pursuit of MaineDOT's mission and goals. The Bureau fulfills federal and State transportation planning requirements, and bureau staff provides technical assistance in transportation planning to municipalities, regional entities and partner agencies. The Bureau works closely with other MaineDOT bureaus and offices, and shares support staff with the Freight and Business Services Office.

### **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, including the federal Intermodal Surface Transportation Efficiency Act, the



## DEPARTMENT OF TRANSPORTATION

federal Clean Air Act Amendment and Maine's Sensible Transportation Policy Act. In 2015, the Bureau's structure was again updated to increase efficiency and better align its work units with the Department's needs and its strategic plan. The Bureau is under the direction of the Deputy Commissioner, and is comprised of four work units: the Statewide Planning Office, the Scoping Division, the Program Development Division and the Multimodal Planning Division.

### **PROGRAM:**

#### **Statewide Planning Office:**

The Statewide Planning Office focuses on customer/partner agency/stakeholder outreach and education, on establishing and building relationships with local officials, on carrying out federal long-range planning requirements, and on efficiently meeting other periodic and ongoing federal and state planning requirements. The office works with MaineDOT Region Offices and with partner agencies to conduct regional transportation planning, and to engage with the general public and various stakeholders.

#### **Scoping Division:**

The focuses of the Scoping Division are to develop project purpose and need, define projects, assign appropriate cost shares and secure project agreements. The Scoping Division is involved with high-profile or high-cost projects, as well as with potential economic-development opportunities. This division is responsible for enhanced project scoping, traffic analysis, traffic modeling, maintaining MaineDOT's statewide travel-demand model, Metropolitan Planning Organization (MPO) planning and engineering oversight, major planning studies, competitive grant project-scoping, safety project scoping, connected and autonomous vehicles research, and Intelligent Transportation Systems (ITS) planning.

#### **Program Development Division:**

The Program Development Division is responsible for development and publication of MaineDOT's Work Plan (including ongoing candidate management), for development and publication of Maine's Statewide Transportation Improvement Program (STIP), for STIP and TIP amendments and for development of the Bureau's Planning Work Program. The Division is also responsible for developing and reporting Series 500 (Fuels and FASH) information to FHWA. The Division prepares grant applications to exploit funding opportunities, and develops and maintains expertise related to federal planning requirements.

#### **Multimodal Planning Division:**

The Multimodal Planning Division is responsible for planning and programming of passenger (mass transit and other public) transportation activities and projects. Planning and programming for multimodal freight are conducted and coordinated by the Freight and Business Services Office, which is a separate work unit. The Division is responsible for preparing program compliance documentation for the Federal Transit Administration and Federal Aviation Administration, for coordinating with other state agencies with transit-related responsibilities, and for identifying, prioritizing and selecting non-highway and bridge projects for the Work Plan. Working with the Bureau of Project Development, the Division also co-coordinates funding allocation for non-highway and bridge projects, both passenger and freight related.

### **LICENSES:**

N/A

### **PUBLICATIONS:**

MaineDOT Work Plan for Calendar Years 2017-2018-2019 - free and online  
Long-Range Statewide Transportation Plan - free and online  
Numerous other publications and resources on a variety of technical subjects

## DEPARTMENT OF TRANSPORTATION

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BUREAU OF PLANNING	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	4,678,647		554,074		192,093	3,932,480
HEALTH BENEFITS	1,751,890		191,833		106,153	1,453,904
RETIREMENTS	1,163,949		146,204		72,299	945,446
OTHER FRINGE BENEFITS	106,266		12,225		5,746	88,295
COMPUTER SERVICES	174,276					174,276
CONTRACTUAL SERVICES	9,623,457		1,356,071		3,880,665	4,386,721
RENTS	19,839		17,390		200	2,249
COMMODITIES	395,812		120,920		3,671	271,221
GRANTS, SUBSIDIES, PENSIONS	14,961,262		5,046,610	603,599	9,151,311	159,742
EQUIPMENT	18,834,256		1,049,598		4,428,895	13,355,763
TRANSFER TO OTHER FUNDS	5,395,711		7,090	5,395,711	-7,090	
<b>TOTAL EXPENDITURES</b>	<b>57,105,365</b>		<b>8,502,015</b>	<b>5,999,310</b>	<b>17,833,943</b>	<b>24,770,097</b>

## BUREAU OF PROJECT DEVELOPMENT RICHARD CRAWFORD, DIRECTOR

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04330  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX*  
*Established* 1972 *Telephone* (207) 624-3437  
*Reference Policy Area* 08 *Umbrella* 17 *Unit* 246 *Citation* T0023 *M.R.S.A., Sect.* 000004206  
*Average Counts-All Positions* 478.192 *Legislative Count* 458.00

**PURPOSE:**

The Bureau of Project Development's mission is to deliver safe, cost effective, high quality transportation projects and services to Bureau customers on schedule. This entails development of transportation improvement projects from approval of funding through to construction completion, as well as delivery of certain non-project related engineering and technical services.

**ORGANIZATION:**

The Bureau of Project Development was formed as a result of the Ernst and Whinney Management Study completed in the early 1980's. Its internal organization has evolved over the years to a new unique form that now combines functions into three project delivery 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 three support units: Construction Contracts, Property Office and Materials Testing and Exploration. Each of these units provides support for development of projects, but also departmentwide assistance and 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 and contracting techniques, and the willingness of the Legislature and Maine voters to provide matching dollars, have allowed the Department to make significant improvements to Maine's transportation infrastructure. This past year the Bureau continued high production levels with delivery of many road and bridge improvements as well as other projects that improve facilities for other transportation modes such as marine, air and rail.

**LICENSES:**

Standard Specifications for Construction  
 Various policy and procedural manuals

DEPARTMENT OF TRANSPORTATION

**PUBLICATIONS:**

Standard Specifications for Construction  
 Various policy and procedural Manuals

**FINANCES, FISCAL YEAR 2019:** 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
EXPENDITURES						
SALARIES & WAGES	26,046,311		2,495,448	12,209,879	11,340,984	
HEALTH BENEFITS	9,249,908			5,300,564	3,949,344	
RETIREMENTS	6,563,135			3,717,851	2,845,284	
OTHER FRINGE BENEFITS	537,593			317,053	220,540	
COMPUTER SERVICES	4,144,782			3,960,838	183,944	
CONTRACTUAL SERVICES	46,079,175		1,031,176	3,832,821	21,215,178	20,000,000
RENTS	2,044,858			1,917,900	126,958	
COMMODITIES	2,811,019			2,674,819	136,200	
GRANTS, SUBSIDIES, PENSIONS	969,976			953,976	16,000	
EQUIPMENT	278,985,845		65,504,538	4,297,595	119,183,712	90,000,000
INTEREST-DEBT RETIREMENT	34,113,817			13,263,886	20,849,931	
<b>TOTAL EXPENDITURES</b>	<b>411,546,419</b>		<b>69,031,162</b>	<b>52,447,182</b>	<b>180,068,075</b>	<b>110,000,000</b>

**PUBLIC TRANSIT ADVISORY COUNCIL  
 MARY ANN, HAYES**

*Central Office* 24 CHILD ST, AUGUSTA, ME 04330  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *FAX* (207) 624-3099  
*Established* 2015 *Telephone* (207) 624-3239  
*Reference Policy Area* 08 *Umbrella* 17 *Unit* 684 *Citation* T0023 *M.R.S.A., Sect.* 00004209-A

**PURPOSE:**

Department of Transportation is statutorily mandated to establish the Public Transit Advisory Council under Public Law 2015, chapter 182 (LD 844) "An Act To Improve Transit Services Statewide."

**ORGANIZATION:**

State Agency/MaineDOT, Multimodal Planning Division, Bureau of Planning, MaineDOT

**PROGRAM:**

The purpose of the Public Transit Advisory Council is described in the following:

**General:**

The Public Transit Advisory Council, is to advise the Legislature and the Department of Transportation regarding public transit services in the State.

The Public Transit Advisory Council under section 4209-A shall serve in an advisory capacity to the Department of Transportation, the Department of Health and Human Services and the Department of Labor in matters concerning public transportation.

**Specific:**

1. Collaborate with Department of Transportation on designation of regional transit agencies after the Department has delineated the geographic regions.
2. Collaborate with Department on approval of each locally coordinated plan for regional transit and advise the Department on the review and approval of locally coordinated plans for regional transit.

## DEPARTMENT OF TRANSPORTATION

3. Advise on any statewide strategic transit planning undertaken by the Department, including short-term and long-term fiscal, operating and capital investments, and the integration of transit planning with the Sensible Transportation Policy Act.

### Report:

The Council shall report on its deliberations and any recommendations by March 1st of each odd-numbered year to the Governor and the joint standing committees of the Legislature having jurisdiction over transportation matters and health and human services matters. The report must include the following: An assessment of the level of public transportation services provided to the public; recommendations for the level of service that should be provided and an estimate of the cost of providing those services; and recommendations for the optimal coordination of transit services with other senior and veteran services.

### PUBLICATIONS:

Biennial Report to Governor and Legislature, April 2019  
Schedules and supporting materials: All Council meeting materials and records may be accessed at: [www.maine.gov/mdot/transit/ptac](http://www.maine.gov/mdot/transit/ptac)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BUREAU OF TRANSPORTATION SERVICES NATE MOULTON, DIRECTOR, FREIGHT AND BUS

*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) 624-3563  
*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 and now reports directly to the Executive Offices. It is charged with planning and developing 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.

### ORGANIZATION:

The Office of Freight and Business Services performs freight planning, program management and manages special projects and operations, such as port and marine projects and rail operations, motor carrier enforcement and development/marketing. It advocates new freight and logistics ideas and technologies and implements economic development strategies in partnership with Maine businesses and shippers.

### 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, such as the Commercial Information Systems and Networks (CVISN) program, 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 and the Federal RR Administration on key freight issues, rail inspection, 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

## DEPARTMENT OF TRANSPORTATION

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. OFBS works closely with the Maine Port Authority on port issues. The OFBS provides oversight of 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, 2017, provides policy and project guidelines for the Office. The OFBS coordinates and develops MaineDOT initiatives on Canadian trade and foreign trade such as Iceland and Europe.

### **LICENSES:**

Maine State Marine Pilots License

### **PUBLICATIONS:**

The Office of Freight Transportation has the following publications available:  
Integrated Freight Strategy, Free;  
Intelligent Transportation Systems - Commercial Vehicle Operations Business Plan, Free;  
Study of Impacts Carried by Exempting Currently Non-Exempt Maine Interstate Highways from Federal Truck Weight Limits  
Maine State Rail Plan

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

TREASURY DEPARTMENT

**(OFFICE OF) TREASURER OF STATE**

**HENRY BECK, TREASURER OF STATE**

**MATTHEW COLPITTS, DEPUTY TREASURER**

*Central Office* CROSS BUILDING, 3RD FLOOR, AUGUSTA, ME 04333-0039

*Mail Address* 39 STATE HOUSE STATION, AUGUSTA, ME 04333-0039 *FAX* (207) 287-2367

*Established* 1820

*Telephone* (207) 624-7477

*Reference Policy Area* 00 *Umbrella* 28 *Unit* 248 *Citation* T0005 *M.R.S.A., Sect.* 000000121

*Average Counts-All Positions* 16.000

*Legislative Count* 16.00

**PURPOSE:**

The Office of the Treasurer of State manages the State's general obligation debt, cash pool investments, banking needs, municipal revenue sharing distributions, trusts and unclaimed property program. The Treasurer serves on the boards of the Maine Municipal Bond Bank, MaineHousing, Maine Public Employees Retirement System, Finance Authority of Maine, Adaptive Equipment Loan Board, Maine Health and Higher Education Facilities Authority, Maine Governmental Facilities Authority, Maine Board of Emergency Municipal Finance, the Maine Public Utility Financing Bank, Dirigo Health Agency Board of Trustees, and Indian Housing Mortgage Insurance 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 serves as the State's banker and reconciles cash receipts from all state departments. In fiscal year 2019, more than 118,468 cash receipts were reconciled; over 538,352 checks were paid, and more than 2.4 million electronic funds transfers completed. Banking services provided to state departments include deposit access to 39 bank accounts, stop payments and/or reissues, wire transfers, positive pay, ACH debit, ACH credit, remote deposits, payment cards 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, CDs in Maine banks, money market deposit accounts, corporate bonds, and commercial paper. The Cash Pool includes 109 funds, averaged more than \$1.472 billion in fiscal year 2019, and was managed for safety and liquidity with yield in mind. In fiscal year 2019, the Cash Pool earned more than \$31.59 million in earnings from investments, including more than \$11.8 million 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 2019, the State of Maine's outstanding general obligation bond principal was \$543.4 million.

Four long-term investments--the Governor Baxter Trust, Lands Reserved Trust, Permanent School Trust and the Several Trusts--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 2019 the value of the trust funds was \$54.3 million. The Unclaimed Property Program is administered by the Office of the State Treasurer. Nearly \$27.1 million in unclaimed property was identified during FY 2019. A total of 25,400 claims were paid, reuniting citizens with over \$17.1 million of lost property.

The Office of the State Treasurer annually projects and monthly distributes Municipal Revenue Sharing to 491 municipalities and territories. Revenue sharing distributions are based on a portion of the sales tax, corporate tax, and personal income tax revenues. Population, State Valuation, and Tax Assessment statistics are updated annually and used to calculate the pro rata distribution for each municipality. Approximately \$74 million was distributed during FY 2019.

TREASURY DEPARTMENT

**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 2019:** 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	773,357	773,357				
HEALTH BENEFITS	276,408	276,408				
RETIREMENTS	198,994	198,994				
OTHER FRINGE BENEFITS	16,958	16,958				
COMPUTER SERVICES	332,531	168,776				163,755
CONTRACTUAL SERVICES	444,698	309,016	1,415			134,267
COMMODITIES	10,807	9,483				1,324
GRANTS, SUBSIDIES, PENSIONS	74,093,903		74,093,903			
INTEREST-DEBT RETIREMENT	93,625,109	93,479,702			145,407	
TRANSFER TO OTHER FUNDS	213		213			
<b>TOTAL EXPENDITURES</b>	<b>169,772,978</b>	<b>95,232,694</b>	<b>74,095,531</b>		<b>145,407</b>	<b>299,346</b>

(OFFICE OF) TREASURER OF STATE

(OFFICE OF) TREASURER OF STATE	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>						
SALARIES & WAGES	773,357	773,357				
HEALTH BENEFITS	276,408	276,408				
RETIREMENTS	198,994	198,994				
OTHER FRINGE BENEFITS	16,958	16,958				
COMPUTER SERVICES	332,531	168,776				163,755
CONTRACTUAL SERVICES	444,698	309,016	1,415			134,267
COMMODITIES	10,807	9,483				1,324
GRANTS, SUBSIDIES, PENSIONS	74,093,903		74,093,903			
INTEREST-DEBT RETIREMENT	93,625,109	93,479,702			145,407	
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BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

**BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM**  
**DANIEL P. MALLOY, CHANCELLOR**  
**JAMES R. ERWIN, CHAIR OF THE BOARD**

*Central Office* 15 ESTABROOKE DR., ORONO, ME 04469

*Mail Address* 15 ESTABROOKE DR., ORONO, ME 04469

*Established* 1968

*Reference Policy Area* 02 *Umbrella* 78 *Unit* 421 *Citation* S1967

*FAX* (207) 581-9212

*Telephone* (207) 581-5840

*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. 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 educational 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 to prepare and approve 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. In 2017, the University of Maine at Machias became a regional campus of the University of Maine.

The University System is organized into the following units:

- > Governance and University Services (including Board of Trustees, Chancellor's Office, and centralized statewide operations)
- > University of Maine



## BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM

- > University of Maine at Augusta (includes eight UMA 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 2018 enrollment totaled 29,735, including many part-time and adult learners. Maine's seven public universities awarded 5,440 degrees in 2017-2018.

**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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DEPARTMENT SUMMARY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	1,503,379					1,503,379
GRANTS, SUBSIDIES, PENSIONS	216,569,921	212,399,424	4,170,497			
<b>TOTAL EXPENDITURES</b>	<b>218,073,300</b>	<b>212,399,424</b>	<b>4,170,497</b>			<b>1,503,379</b>
BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
EXPENDITURES						
CONTRACTUAL SERVICES	1,503,379					1,503,379
GRANTS, SUBSIDIES, PENSIONS	216,569,921	212,399,424	4,170,497			
<b>TOTAL EXPENDITURES</b>	<b>218,073,300</b>	<b>212,399,424</b>	<b>4,170,497</b>			<b>1,503,379</b>

INDEPENDENT AGENCIES - REGULATORY

**MAINE CHARTER SCHOOL COMMISSION**

**DR. J. MICHAEL WILHELM, CHAIR**  
**ROBERT KAUTZ, EXEC DIRECTOR**

*Central Office* 111 SEWELL STREET, 5TH FLOOR, AUGUSTA, ME 04333-0182  
*Mail Address* 182 STATE HOUSE STATION, AUGUSTA, ME 04333-0182 *FAX*  
*Established* 2011 *Telephone* (207) 624-6729  
*Reference Policy Area* 02 *Umbrella* 90 *Unit* 668 *Citation* T0020A *M.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: Procedures for Charter School Renewal: 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 2019:** 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		6,380		6,380			
COMPUTER SERVICES		27,762		27,762			
CONTRACTUAL SERVICES		377,124		377,124			
RENTS		895		895			
COMMODITIES		6,055		6,055			
TRANSFER TO OTHER FUNDS		9,481		9,481			
<b>TOTAL EXPENDITURES</b>		<b>427,697</b>		<b>427,697</b>			

INDEPENDENT AGENCIES - REGULATORY

**STATE BOARD OF EDUCATION**  
**WILSON G. HESS, CHAIR**

*Central Office* CROSS OFFICE BLDG, AUGUSTA, ME 04333-0023  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX*  
*Established* 1949 *Telephone* (207) 624-6616  
*Reference Policy Area* 02 *Umbrella* 90 *Unit* 077 *Citation* T0020A *M.R.S.A., Sect.* 000000401  
*Average Counts-All Positions* 1.000 *Legislative Count* 1.00

**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; participates in the State Authorization Reciprocity Agreement (SARA) through the New England Board of Higher Education; serves as the State agency for administering Carl Perkins Federal funds; and reviews student transfers requested by a parent or superintendent dissatisfied with the decision of the Commissioner of Education. The State Board of Education also appoints three members to the Maine State Charter School Commission and interviews and approves the four members at large. As part of its ongoing activities, the Board monitors the work of the Commission and reviews its annual monitoring reports of authorized charter schools.

**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 a results-based initial teacher certification program; plays a leadership role in policy development and implementation of

INDEPENDENT AGENCIES - REGULATORY

technology; and sponsors the Maine Teacher of the Year Program.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF EDUCATION	<b>TOTAL FOR ALL FUNDS</b>	<b>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	59,711		59,711			
HEALTH BENEFITS	17,675		17,675			
RETIREMENTS	10,151		10,151			
OTHER FRINGE BENEFITS	955		955			
COMPUTER SERVICES	2,521		2,521			
CONTRACTUAL SERVICES	53,845		53,845			
COMMODITIES	2,686		2,686			
<b>TOTAL EXPENDITURES</b>	<b>147,544</b>		<b>147,544</b>			

**CLEAN-UP AND RESPONSE FUND REVIEW BOARD  
VACANT, 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) 287-7688  
*Reference Policy Area* 04   *Umbrella* 90   *Unit* 564   *Citation* T0038   *M.R.S.A., Sect.* 000000568B

**PURPOSE:**

The Clean-up and Response Fund Review Board is created to hear and decide appeals from insurance related decisions and monitor income and disbursements from the Fund.

**ORGANIZATION:**

The Review Board consists of nine members appointed for 3-year terms as follows: one person representing the petroleum industry, appointed by the Governor, who is a representative of a statewide association of energy dealers, one person appointed by the President of the Senate who has expertise in oil storage facility design and installation, oil spill remediation or environmental engineering; two members of the public appointed by the Governor, of the two members, one must have expertise in biological science, earth science, engineering, insurance or law. The two members may not be employed in or have a direct and substantial financial interest in the petroleum industry. One member familiar with oil spill technology appointed by the Speaker of the House of Representatives; one member with expertise in coastal geology, fisheries biology, marine fisheries, or coastal wildlife habitat appointed by the President of the Senate; one member who is a licensed state pilot or a licensed merchant marine officer appointed by the Speaker of the House of Representatives. 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 Fire Marshal's designee.

**PROGRAM:**

- The Clean-up and Response Fund Review Board has the following powers and duties:
- To hear appeals from insurance claims-related decisions of the Commissioner of the Department of Environmental Protection and the State Fire Marshal;
  - To adopt rules and guidelines necessary for the furtherance of the Review Board's duties and responsibilities;
  - To monitor income and disbursements from the fund and adjust fees as required to avoid a shortfall in the Fund;
  - To, at such times and in such amounts as it determines necessary, and in

## INDEPENDENT AGENCIES - REGULATORY

consultation with the Department, direct the transfer of funds from the Underground Oil Storage Replacement Fund to the Fund;

To review Department priorities for disbursement from the Fund and make recommendations to the Commissioner on how the Fund should be allocated;

To review and comment on the State's marine oil spill contingency plan; and

To review and monitor issues for oil spill prevention and response and recommend to the Commissioner any regulatory changes that are appropriate.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE HEALTH DATA ORGANIZATION KARYNLEE HARRINGTON, EXECUTIVE DIRECTOR

*Central Office* 151 CAPITOL STREET, AUGUSTA, ME 04333-0102  
*Mail Address* 102 STATE HOUSE STATION, AUGUSTA, ME 04333-0102 *FAX* (207) 287-6732  
*Established* 1996 *Telephone* (207) 287-6722  
*Reference Policy Area* 05 *Umbrella* 90 *Unit* 590 *Citation* T0022 *M.R.S.A., Sect.* 000008703  
*Average Counts-All Positions* 6.000 *Legislative Count* 6.00

### **PURPOSE:**

The purpose of the Maine Health Data Organization (MHDO) as defined in Title 22, Chapter 1683, is to create and maintain a useful, objective, reliable, and comprehensive health information database that is used to improve the health care quality for Maine people and to promote transparency of the cost and quality of healthcare in the State in conjunction with the Maine Quality Forum through a publically accessible website.

### **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 multi stakeholder Board of Directors as defined in Title 22 Chapter 1683 Section 8703. The Governor appoints the members of the Board. Representation on the Board includes individuals from hospitals, payors, employers, consumers, providers and government.

### **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, as well as Medicare and Medicaid. There are over 40 payors that currently meet the thresholds to submit data to the MHDO. MHDO also collects hospital inpatient and outpatient (including emergency department) data for every encounter and collects hospital quality, financial and organizational data. The Agency is responsible for over a billion healthcare records and every month that number grows.

The MHDO makes data publicly available and accessible to the broadest extent consistent with the laws protecting individual privacy, and proprietary information. Acceptable uses of MHDO data include, but are not limited to, study of health care costs, utilization, and outcomes; benchmarking; quality analysis; longitudinal research; other research; and administrative or planning purposes.

The MHDO's healthcare transparency website, [www.comparemaine.org](http://www.comparemaine.org), provides cost

## INDEPENDENT AGENCIES - REGULATORY

and quality information for over 200 common healthcare procedures broken down by over 150 health care facilities and the top 5 health plans in the State. This website is updated two times a year.

The MHDO meets on a regular basis with several stakeholder groups to improve external communications with data users, payers, hospitals 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 on the MHDO web site at: <https://mhdo.maine.gov> under Data User Groups.

### **PUBLICATIONS:**

Examples of reports that have been generated using the MHDO data can be found at: [https://mhdo.maine.gov/external\\_reports.htm](https://mhdo.maine.gov/external_reports.htm).

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HEALTH DATA ORGANIZATION	<b>TOTAL FOR 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	175,023		175,023			
HEALTH BENEFITS	60,427		60,427			
RETIREMENTS	44,588		44,588			
OTHER FRINGE BENEFITS	3,082		3,082			
COMPUTER SERVICES	670,593		670,593			
CONTRACTUAL SERVICES	584,468		584,468			
RENTS	22,216		22,216			
COMMODITIES	1,791		1,791			
TRANSFER TO OTHER FUNDS	6,639		6,639			
<b>TOTAL EXPENDITURES</b>	<b>1,568,827</b>		<b>1,568,827</b>			

## **WORKERS' COMPENSATION BOARD**

**JOHN C ROHDE, EXEC DIR/CHAIR**  
**JAN ADAMS, DD BUSINESS SERVICES**

*WATS* (888) 801-9087  
*TTY* ()-711

*Central Office* 442 CIVIC CENTER DR, STE 100, AUGUSTA, ME 04330  
*Mail Address* 27 STATE HOUSE STATION, AUGUSTA, ME 04333-0027 *FAX* (207) 287-7198  
*Established* 1992 *Telephone* (207) 287-3751  
*Reference Policy Area* 07 *Umbrella* 90 *Unit* 351 *Citation* T0039A *M.R.S.A., Sect.* 000000151  
*Average Counts-All Positions* 108.000 *Legislative Count* 108.00

### **PURPOSE:**

The Workers' Compensation Board's mission is to serve the employees and employers of the State fairly and expeditiously by ensuring compliance with workers' compensation laws, ensuring 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 labor members from a list of nominees submitted by the AFL-CIO and management members from a list of nominees submitted by the Maine Chamber of Commerce and Industry. The Governor also appoints the Executive Director who serves at the pleasure of the Governor. These appointments are subject to review by the Joint Standing Committee on Labor, Commerce, Research and Economic Development with confirmation by the Legislature. The agency is administered by the Executive Director, John C. Rohde. Regional Offices are located in Caribou, Bangor, Augusta, Lewiston and Portland. Mediations and formal hearings are conducted at these offices. The central office is in Augusta. 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 Workers'

## INDEPENDENT AGENCIES - REGULATORY

Compensation Act also provides for a Monitoring, Audit and Enforcement (MAE) Program to track and regulate compliance with the statute by carriers and self-insurers.

### **PROGRAM:**

The Board exists to facilitate the timely, fair and efficient resolution of disputes between employers and employees about work-related injuries and to ensure that all parties comply with their obligations under the Workers' Compensation Act. To administer the Workers' Compensation Act, the Board formulates and promulgates agency rules, facilitates the resolution of disputes through formal and informal means, tracks benefit payments, monitors employers for compliance with insurance coverage requirements, supervises medical protocols, tracks medical charges under the Board's fee schedule, administers an independent medical examiner system, and investigates and prosecutes complaints of fraud and misrepresentation. The Board accomplishes its mandates through the dispute resolution process, the Worker Advocate Program, the MAE Program, the Abuse Investigation Unit and support staff.

The Board of Directors meet monthly 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 (claim denials). Interpreter services are provided by the Board at its expense. Notification of the availability of services is clearly displayed in all regional offices and is printed in an employee pamphlet.

The Board approved the establishment of the Monitoring, Audit and Enforcement Program as mandated under P.L. 1997, 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 with workers' compensation laws; 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 Administrative Law Judge (ALJ) 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 First Regular Session of the 127th Legislature, booklet, \$5.00 per copy

The Board's other publications are available at <http://www.maine.gov/wcb/> including:

Medical Fee Schedule  
Workers' Compensation Board Rules and Regulations  
Workers' Compensation Board Minutes

INDEPENDENT AGENCIES - REGULATORY

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WORKERS' COMPENSATION BOARD	<b>TOTAL</b>					
	<b>FOR</b>	<b>SPECIAL</b>				
<b>EXPENDITURES</b>	<b>ALL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>	
	<b>FUNDS</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	5,851,651	5,851,651				
HEALTH BENEFITS	1,953,006	1,953,006				
RETIREMENTS	1,409,881	1,409,881				
OTHER FRINGE BENEFITS	132,533	132,533				
COMPUTER SERVICES	592,686	592,686				
CONTRACTUAL SERVICES	741,689	741,689				
RENTS	699,886	699,886				
COMMODITIES	146,204	146,204				
GRANTS, SUBSIDIES, PENSIONS	59,202	59,202				
TRANSFER TO OTHER FUNDS	153,085	153,085				
<b>TOTAL EXPENDITURES</b>	<b>11,739,823</b>	<b>11,739,823</b>				



INDEPENDENT AGENCIES - ADVISORY

**ALLAGASH WILDERNESS WATERWAY ADVISORY COUNCIL  
BRENT HARDY, 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 no more than 2 terms. The Department of Agriculture, Conservation and Forestry administers the Allagash Wilderness Waterway 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 and 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's efforts focus on understanding Allagash Wilderness Waterway statutes, future projects, rule changes, stabilization/restoration of historic structures, the location of snowmobile trails, and tramway visitations by trail. At each meeting, the Allagash Wilderness Waterway superintendent reports on past and planned activities. The Council guides the waterway manager and his operating team in offering a user friendly recreation experience for all visitors during all seasons.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**ANIMAL WELFARE ADVISORY COUNCIL  
LIAM HUGHES, DIRECTOR**

*Central Office* 90 BLOSSOM LANE, DEERING BLDG, AUGUSTA, ME 04330  
*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 Maine Revised Statutes (MRS), Title 5, section 12004-I, subsection 2-C. The membership of the Council, terms of office, and duties are listed in MRS, Title 7, section 3906-C.

**ORGANIZATION:**

The Council consists of 14 members appointed by the Governor as specified in MRS, Title 7, section 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

## INDEPENDENT AGENCIES - ADVISORY

consecutive terms. In the case of a vacancy for any reason, the Governor shall appoint a member representing the same interest to fill the unexpired term.

Initially, 4 appointed members serve for one year, 4 members serve for 2 years, and 3 members serve for 3 years.

The Council shall elect one of its members as chair. The chair serves for a 2-year period and may not serve as chair for consecutive 2-year periods. The Council shall hold regular public meetings every other month but may waive by majority vote a succeeding meeting. The chair shall call special meetings of the Council whenever requested in writing by 2 or more members. The Council shall send notice and minutes of the meeting to the joint standing committee of the Legislature having jurisdiction over animal welfare matters.

### **PROGRAM:**

The Council performs the following duties:

- A. Reviews and advises the Commissioner on proposed revisions to the animal welfare laws and rules;
- B. Assists the Commissioner in the continuing implementation and evaluation of the animal welfare laws and rules;
- C. Reviews training programs for humane agents and animal control officers and makes recommendations for training appropriate to the duties of the humane agents and animal control officers;
- D. Researches 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,
- E. Advises the Commissioner on other matters related to the animal welfare laws and rules.

The Council met 3 times during fiscal year 2018-19 and reviewed and advised the Commissioner on proposed revisions to the animal welfare laws and rules on other matters related to the Animal Welfare Program.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **ARCHIVES ADVISORY BOARD TWILA LYCETTE, CHAIR**

*Central Office* CULTURAL BUILDING, AUGUSTA, ME 04333-0084

*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX*

*Established* 1965

*Reference Policy Area* 00 *Umbrella* 92 *Unit* 257 *Citation* T0005 *Telephone* (207) 353-3000  
*M.R.S.A., Sect.* 000000096

### **PURPOSE:**

The Archives Advisory Board serves to advise the State Archivist in administering the laws 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 six-year terms. 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 their 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

## INDEPENDENT AGENCIES - ADVISORY

the State Archivist on the disposition of records, retention schedules and administrative matters of concern. The chair and vice-chair of the Board also serve on the Maine State Cultural Affairs Council.

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of state and local government records having no permanent value. Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed "Request for Approval to Dispose of Records" (form MSA 2.1073) or "Request for Approval to Establish Records Disposition Schedules (form MSA 22.1073).

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ADVISORY COUNCIL

### ANTHONY PELOTTE, DIRECTOR

*Central Office* 109 CAPITOL STREET, AUGUSTA, ME 04333  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-3455  
*Established* 1997 *Telephone* (207) 624-4104  
*Reference Policy Area* 05 *Umbrella* 92 *Unit* 601 *Citation* T0022 *M.R.S.A., Sect.* 000003789D

#### **PURPOSE:**

The Maine Temporary Assistance for Needy Families Advisory 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 Temporary Assistance for Needy Families (TANF) recipients.

#### **ORGANIZATION:**

Members of the Council are appointed by the Commissioner and include TANF recipients. Other members include representatives of: employers in the state; organized labor; women's interests; higher education; the delivery system for the federal Workforce Innovation and Opportunity Act; and organizations that have experience in addressing the training, education and job needs of low-income women.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ACQUIRED BRAIN INJURY ADVISORY COUNCIL DEREK FALES, DHHS LIAISON FOR COUNCIL

*Central Office* 41 ANTHONY AVENUE, AUGUSTA, ME 04333-0011  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX* (207) 287-9229  
*Established* 2007 *Telephone* (207) 287-6656  
*Reference Policy Area* 05 *Umbrella* 92 *Unit* 652 *Citation* T0034B *M.R.S.A., Sect.* 00019001

#### **PURPOSE:**

The Acquired Brain Injury Advisory Council was originally established in April 2002 to support a federal grant. It was later established into Maine law 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; Director of Office of Aging and Disability Services; Director of the Maine Center for Disease Control and Prevention; and Director of the Office of

## INDEPENDENT AGENCIES - ADVISORY

MaineCare 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 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.

The Council 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.

The report reflects the highest priority areas identified for the Council as determined through input by the people of Maine during public listening tours across the State. The needs of Maine residents with brain injuries are very broad and complex. The recommendations contained within the report speak to actions that the Council believes could be accomplished in the coming year and have the potential to significantly impact quality of care. Future work of the Council is expected to address other areas identified through needs assessments, public hearings, and forums. Public hearing testimony has emphasized the need for improved access to services, education for professionals, workforce shortage challenges, expanded care coordination/neuronavigation, increased public awareness on prevention and education, family and peer supports, employment opportunities, improved children's services and addressing the complex needs of individuals with challenging behaviors.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE CHILDREN'S GROWTH COUNCIL ANA HICKS, SR PLCY ANLST, CH CAB COOR**

*Central Office* 111 SEWALL ST, AUGUSTA, ME 04330

*Mail Address* 181 STATE HOUSE STATION, AUGUSTA, ME 04333-0181 *FAX*

*Established* 2008

*Telephone* (207) 446-5901

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 653 *Citation* T0005 *M.R.S.A., Sect.* 000024001

### **PURPOSE:**

The Maine Children's Growth Council was created in Public Law 2007, chapter 683, to develop, maintain and evaluate a plan for sustainable social and financial investment in the healthy development of the State's young children and their families. The council works with a broad group of stakeholders to implement the

## INDEPENDENT AGENCIES - ADVISORY

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. Public Law 2019, chapter 450 repealed the Maine Children's Growth Council and the Maine Children's Cabinet Early Childhood Advisory Council was established in its place effective September 19, 2019.

### **PUBLICATIONS:**

Update to the Invest Early for 2020 report provided to the Maine Legislature's joint standing committees having jurisdiction over educational and cultural affairs matters and health and human services matters.

**FINANCES, FISCAL YEAR 2019:** 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* 1997

*Telephone* (207) 624-8408

*Reference Policy Area* 02 *Umbrella* 92 *Unit* 518 *Citation* T0024A *M.R.S.A., Sect.* 000001481

### **PURPOSE:**

The purposes of the Continuing Education Advisory Committee are to review and recommend courses submitted to the Bureau of Insurance 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 Committee 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 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 committee unless that person is an active, full-time insurance producer or consultant and is a resident of this State. No person may be reappointed to the committee for more than one consecutive 3-year term.

The Committee 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 Committee 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 2019, the Continuing Education Advisory Committee met monthly to review courses and recommend approval or disapproval of courses.

### **LICENSES:**

This committee issues no licenses but does participate in the review of and recommendations for continuing education courses used as a basis for renewing

## INDEPENDENT AGENCIES - ADVISORY

licenses by the Bureau of Insurance.

**FINANCES, FISCAL YEAR 2019:** 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 *FAX* (207) 287-3120  
*Established* 1989 *Telephone* (207) 626-8800  
*Reference Policy Area* 06 *Umbrella* 92 *Unit* 139 *Citation* T0017A *M.R.S.A., Sect.* 000001351

#### **PURPOSE:**

To conduct a continuing study of the criminal law of Maine per 17-A M.R.S. § 1351, 1354. The Criminal Law Advisory Commission (CLAC) reviews L.D.s being considered by the Maine Legislature relating to the Maine Criminal Code, Maine Bail Code and Maine Juvenile Code and, through its Chair, provides written comments and testimony to the committees of jurisdiction. CLAC may also recommend changes to the Legislature, the Supreme Judicial Court, and other entities "whose affairs pertain to the criminal justice system." 17-A M.R.S. § 1354(2).

#### **ORGANIZATION:**

The Commission consists of nine members appointed by the Attorney General who serve without salary. At least two members 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. § 1352. The Senate and House chairs of the Legislature's Criminal Justice and Public Safety Committee serve as consultants to CLAC. The Chief Justice of the Supreme Judicial Court appoints four consultants to CLAC. 17-A M.R.S. § 1353. Currently three of those consultants are active members of the Judiciary.

#### **PROGRAM:**

The Commission meets as a body as needed throughout the year. In fiscal year 2019, the Commission met ten times. (Nov-Dec 2018: 3; Jan-April 2019: 7). The Commission consults with members of the Legislature and the Judiciary in evaluating Maine's criminal laws and reviewing proposed criminal legislation. Major legislation recommended by CLAC during the past fiscal year included "An Act To Revise and Recodify Certain Provisions of the Maine Criminal Code," a reorganization of Part 3 and related [sentencing] provisions of the Criminal Code. P.L. 2019, c. 113 (eff. May 16, 2019).

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **ADVISORY COUNCIL ON TAX-DEFERRED ARRANGEMENTS HEATHER L'HOMMEDIU PERREAULT, CO-CHAIR - MANAGEMENT ROTATING, CO-CHAIR - LABOR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333  
*Mail Address* 114 STATE HOUSE STATION, AUGUSTA, ME 04333-0114 *FAX*  
*Established* 1973 *Telephone* (207) 624-7858  
*Reference Policy Area* 00 *Umbrella* 92 *Unit* 311 *Citation* T0005 *M.R.S.A., Sect.* 000000884

## INDEPENDENT AGENCIES - ADVISORY

### **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 6 from MSEA, 1 from the MSLEA, 1 from the MSTA, 1 from AFSCME, and 3 management members. One representative each from Labor and Management serve as co-chairs of the Council, each with one vote on behalf of labor and management members. Goals of the Council include keeping the Plan document and the vendor contracts up to date, maintaining a reasonable vestment policy, and creating e an participation. Towards these goals, Buck Consultant, 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, or the Commissioner's designee, s Chair he nsurance UPERintendent nd he Superintendent of Financial Institutions or their designees; and nine labor employees recommended to the Governor by their particular labor unions as follows: six 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), and one from the Maine State Troopers Association (MSTA). Employee representatives are nominated by their respective unions and appointed by the Governor for terms of 3 years. The Council meets as needed, but at least four times during a calendar year.

### **PROGRAM:**

The Deferred Compensation Plan for Employees of the State of Maine is a voluntary supplemental retirement plan under Internal Revenue Code section 457(b). Enrollment in the Plan is open at all times to all State employees. The Plan provides employees a vehicle to defer income on a pre-tax basis and provides retirement investment opportunities through 3 financial service organizations, MassMutual, VOYA Financial and AIG Retirement. The Council retains Buck, an actuarial and human resource consulting firm, to assist with plan operations and investment oversight. They are charged with negotiating provider fees, recommending appropriate plan investment options, assisting with communication efforts, and advising the Council in plan compliance issues.

### **PUBLICATIONS:**

[www.Mainesaves457.com](http://www.Mainesaves457.com)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **ADVISORY COMMITTEE ON DENTAL EDUCATION**

**RITA FOURNIER, CHAIR**  
**LYNN DALEY, 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. Also allows repayment of dental education loans for certain eligible dental service providers.

## INDEPENDENT AGENCIES - ADVISORY

### **ORGANIZATION:**

The twelve-member 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 (DHHS), Bureau of Health, Oral Health Program; two members of the House of Representatives; one Senator; one member representing a major statewide organization of consumers dedicated to the cause of affordable health care; one member representing a major statewide organization dedicated to ensuring equal justice; one member representing the Department of Health and Human Services, Bureau of Medical Services. Additionally, two non-voting members participate on the committee: one who represents the Finance Authority of Maine (FAME) appointed by the Speaker of the House and one who represents the Office of Primary Health Care within DHHS appointed by the President of the Senate.

### **PROGRAM:**

The Maine Dental Education Loan and Loan Repayment Programs provide loans to eligible Maine residents enrolled in a program of dentistry at an accredited school of dental education which may be forgivable upon eligible employment and repayment of dental education loans for certain eligible dental service providers.

The Committee advises FAME 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE COMMISSION ON DOMESTIC AND SEXUAL ABUSE ELIZABETH WARD SAXL, EXECUTIVE DIRECTOR**

*Central Office* 45 MEMORIAL CIRCLE, STE 302, AUGUSTA, ME 04330  
*Mail Address* 45 MEMORIAL CIRCLE, STE 302, AUGUSTA, ME 04330 *FAX* (207) 626-5503  
*Established* 1990 *Telephone* (207) 626-0034  
*Reference Policy Area* 06 *Umbrella* 92 *Unit* 539 *Citation* T0019A *M.R.S.A., Sect.* 000004013

### **PURPOSE:**

The Maine Commission on Domestic and Sexual 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 35 members appointed by the Governor and other members as 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - ADVISORY

**DOMESTIC ABUSE HOMICIDE REVIEW PANEL**

**LISA MARCHES, CHAIR, DEP ATT GENERAL**  
**MICHAEL SAUSCHUCK, COMMISSIONER**

*Central Office* 111 SEWALL ST., AUGUSTA, ME 04330  
*Mail Address* 6 STATE HOUSE STATION, AUGUSTA, ME 04333-0006 *FAX* (207) 287-3120  
*Established* 1997 *Telephone* (207) 626-8800  
*Reference Policy Area* 06 *Umbrella* 92 *Unit* 600 *Citation* T0019A *M.R.S.A., Sect.* 0004013-4

**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.

**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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**ADVISORY COMM ON FAIR COMPETITION WITH PRIVATE ENTERPRISE**

**ELAINE CLARK, CHAIR**

*Central Office* 111 SEWALL STREET, AUGUSTA, ME 04333-0078  
*Mail Address* 78 STATE HOUSE STATION, AUGUSTA, ME 04333-0078 *FAX* (207) 624-7804  
*Established* 2000 *Telephone* (207) 624-7800  
*Reference Policy Area* 00 *Umbrella* 92 *Unit* 612 *Citation* T0005 *M.R.S.A., Sect.* 000000055

**PURPOSE:**

Government entities provide a wide variety of services to its constituency. From time to time, some of those functions may adversely affect private enterprise. The 119th Legislature created the Advisory Committee on Fair Competition with Private Enterprise to review complaints where competition with private enterprise is potentially unfair. The 121st Maine Legislature expanded the Advisory Committee's duties in Title 5, section 55-A. These responsibilities are to approve services and goods provided by state agencies that are not otherwise allowed by law and may compete with private enterprise.

**ORGANIZATION:**

The Advisory Committee consists of members appointed from government agencies, private sector representatives and members of the public who meet to review

## INDEPENDENT AGENCIES - ADVISORY

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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **FAMILY LAW ADVISORY COMMISSION**

### **HON. E. MARY KELLY, CHAIR**

*Central Office* 205 NEWBURY STREET, PORTLAND, ME 04101

*Mail Address* 205 NEWBURY STREET, PORTLAND, ME 04101

*Established* 1996

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 595 *Citation* T0019A *M.R.S.A., Sect.* 000000351

*FAX*

*Telephone* (207) 822-4269

### **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 2019:** 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* (207) 287-6251  
*Established* 2000 *Telephone* (207) 626-3871  
*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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE HISTORICAL RECORDS ADVISORY BOARD**  
**DAVID CHEEVER, STATE ARCHIVIST**

*Central Office* CULTURAL BUILDING, AUGUSTA, ME 04333-0084  
*Mail Address* 84 STATE HOUSE STATION, AUGUSTA, ME 04333-0084 *FAX* (207) 287-5517  
*Established* 1989 *Telephone* (207) 287-5793  
*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 of historical records.

**ORGANIZATION:**

The MHRAB provides advice for state historical records projects and makes funding recommendations to the NHPRC.

## INDEPENDENT AGENCIES - ADVISORY

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 is appointed by the Governor to act as MHRAB State Coordinator serving a four-year term with a possibility of reappointment.

The Maine State Archives serves as fiscal agent for the MHRAB. Board members serve without compensation.

### **PROGRAM:**

The MHRAB applies for grants from the NHPRC and provides 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATEWIDE HOMELESS COUNCIL

### STEPHANIE PRIMM, 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

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 635 *Citation* T0030A *M.R.S.A., Sect.* 000005046

*FAX*

*Telephone* (207) 626-4604

### **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 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 14 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 and the Director of the Bureau of Maine Veterans' Services or their designees, are also members. The chair of the Council is a representative of the Governor. Members serve until their successors are appointed and qualified. The Maine State Housing Authority provides staff support to the council.

### **PUBLICATIONS:**

None.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**HOMELAND SECURITY ADVISORY COUNCIL  
PETER ROGERS, DIVISION DIRECTOR**

*Central Office* 45 COMMERCE CENTER, AUGUSTA, ME 04333  
*Mail Address* 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 *FAX* (207) 287-3180  
*Established* 2006 *Telephone* (207) 624-4400  
*Reference Policy Area* 06 *Umbrella* 92 *Unit* 636 *Citation* T0037B *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 bioterrorism 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 9 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 Maine State Police within the Department of Public Safety; a representative of the Governor; the Commissioner of the Department of Inland Fisheries and Wildlife; the Commissioner of the Department of Marine Resources; and, the Commissioner of the Department 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.

The Maine Emergency Management Agency coordinates the Maine Homeland Security Advisory Council (HSAC) under the chairmanship of The Adjutant General, who is also the Governor's Homeland Security Advisor (HSA). The HSAC brings together law enforcement, public health, and other safety and security officials from state departments as well as federal offices operating in Maine, to share information and brief on emerging homeland security issues.

**LICENSES:**

n/a

**PUBLICATIONS:**

n/a

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**NEW VENTURES MAINE ADVISORY COUNCIL  
GILDA E. NARDONE, EXECUTIVE DIRECTOR  
JEAN DEMPSTER, PROGRAM DIRECTOR**

*Central Office* 331 WATER ST, HANDLEY HALL, AUGUSTA, ME 04330  
*Mail Address* 46 UNIVERSITY DRIVE, UMA, AUGUSTA, ME 04330-9410 *FAX* (207) 621-3429  
*Established* 1977 *Telephone* (207) 621-3440  
*Reference Policy Area* 01 *Umbrella* 92 *Unit* 390 *Citation* T0020A *M.R.S.A., Sect.* 000010924

## INDEPENDENT AGENCIES - ADVISORY

### **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:**

New Ventures Maine (NVME) is administered by and operates under the University of Maine Augusta/University of Maine System. A statewide Advisory Council, appointed by the Governor, supports the work of program staff.

### **PROGRAM:**

In fiscal year 2019, NVME continued to offer a full range of employability, life skills, and self-employment services through a toll-free resource phone line, nine regional Resource Centers, and six regional offices and community-based outreach sites and through distance learning platforms.

NVME served a total of 1,316 individuals (73% female and 27% 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 through career pathways workshops and panels, 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 included the Departments of Education, Labor, Human Services, Transportation, Economic and Community Development, the University of Maine System including the Maine Small Business Development Centers and the Community College System; Community Action Agencies, United Ways, CASH Maine and local and statewide financial institutions among others.

### **LICENSES:**

None.

### **PUBLICATIONS:**

The Program's Annual Report, graduate profiles and other news articles are available for download on the organization's website.

The General Fund budget for fiscal year 2019 was \$914,650 to New Ventures Maine, UMA/UMS.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF LICENSURE OF PROFESSIONAL INVESTIGATORS MICHAEL JOHNSTON, LIEUTENANT**

*Central Office* 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME 04333-0164

*Mail Address* 164 STATE HOUSE STATION, AUGUSTA, ME 04333-0164 *FAX* (207) 287-3424

*Established* 2011 *Telephone* (207) 624-7210

*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.

## INDEPENDENT AGENCIES - ADVISORY

### **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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **BOARD OF LICENSURE OF WATER SYSTEM OPERATORS**

**MICHAEL ABBOTT, DIRECTOR**

**JAMES JACOBSEN, LICENSING OFFICER**

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

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

*Established* 1977

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 429 *Citation* T0022

*FAX* (207) 287-4172

*Telephone* (207) 287-2070

*M.R.S.A., Sect.* 000002624A

### **PURPOSE:**

The Board of Licensure of Water System Operators (Board) was re-established in 1995 to protect public health by ensuring that water treatment and distribution systems operators are qualified to operate public water systems. All community and non-transient non-community (NTNC) water systems and transient systems using surface water as a source must be operated by qualified persons who have the experience, knowledge and ability to maintain the public water system 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 NTNC public water system; and one person from the Department of Health and Human Services whom the Commissioner may recommend, subject to appointment by the Governor.

The Board maintains membership in the Association of Boards of Certification for testing services.

### **PROGRAM:**

The Board met four times in SFY2019: October 19, 2018; December 7, 2018; February 8, 2019; and May 10, 2019. There are currently 933 water operators licensed by the Board, including 16 operator-in-training licensees. In SFY2019 a total of 333 exams were taken, with 186 exams being passed. Exams are available through electronic testing in Portland, Presque Isle, Farmington, and Auburn.

A total of 42 new operators were licensed in Calendar Year 2018. No operator

## INDEPENDENT AGENCIES - ADVISORY

licenses were revoked in SFY2019.

The Board strongly supports the professionalism of water operators. It reviews and approves professional development courses to fulfill training requirements for biennial license renewal. The Board also promotes initial and upper level training for operators.

### **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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **LOBSTER ADVISORY COUNCIL**

### **JOSHUA MILLER, CHAIR**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04330

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX* (207) 624-6024

*Established* 1979

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 92 *Unit* 340 *Citation* T0012 *M.R.S.A., Sect.* 000006462A

### **PURPOSE:**

The Lobster Advisory Council advises the Commissioner on activities of the Department of Marine Resources 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 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 meets as needed to address topics of interest to the lobster industry. It provides advice and input on the fisheries management plan for the conservation and regulation of the lobster fishery. 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 Joint Standing



## INDEPENDENT AGENCIES - ADVISORY

Committee on Marine Resources.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **ORGAN DONATION ADVISORY COUNCIL PATTY MORNEAULT,**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029 *FAX* (207) 624-9339  
*Established* 2011 *Telephone* (207) 624-9023  
*Reference Policy Area* 05 *Umbrella* 92 *Unit* 660 *Citation* T0029A *M.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 five members of the public with experience in the field of organ and tissue donation.

**PROGRAM:**

The Organ Donation Advisory Council meets four times each year and convenes special meetings at the call of the chair.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **STATE POET LAUREATE ADVISORY SELECTION COMMITTEE JULIE A. RICHARD, DIRECTOR, ARTS COMMISSION JAMES RITTER, MAINE STATE LIBRARIAN**

*Central Office* 193 STATE STREET, AUGUSTA, ME 04333  
*Mail Address* 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025 *FAX* (207) 287-2725  
*Established* 1995 *Telephone* (207) 287-2724  
*Reference Policy Area* 03 *Umbrella* 92 *Unit* 581 *Citation* T0027 *M.R.S.A., Sect.* 000000421

**PURPOSE:**

The State Poet Laureate Advisory Selection Committee is authorized by 27 MRSA, §421, to nominate the 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 Advisory Selection Committee, of no more than five members with expertise in poetry to select the State Poet Laureate. The Advisory Committee is composed of the Director of the Maine State Library and the Director of the Maine Arts Commission or their designees and up to three other members with expertise in poetry. The Poet Laureate must be a poet of recognized merit.

## INDEPENDENT AGENCIES - ADVISORY

**FINANCES, FISCAL YEAR 2019:** 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 04333-0017 *FAX* (207) 287-2814  
*Established* 1992 *Telephone* (207) 287-7881  
*Reference Policy Area* 04 *Umbrella* 92 *Unit* 557 *Citation* T0038 *M.R.S.A., Sect.* 000000343D

**PURPOSE:**

The Pollution Prevention and Small Business Assistance Advisory Panel provides advice and serves as a review body to assess proposed federal and state policies, rules and statutes, compliance assistance and education and outreach efforts undertaken by the Department of Environmental Protection's Small Business Ombudsman.

**ORGANIZATION:**

The panel consists of 16 voting members. The Governor appoints 2 representatives from the business community, 2 elected or appointed municipal officials who are not owners or representatives of owners of small business stationary sources, 2 representatives of organized labor and 2 representatives from the Department.

The President of the Senate and the Speaker of the House each appoint 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 the House Minority Leader each appoint one 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.

This board has not met since April 2015 and is currently inactive.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **RIVER FLOW ADVISORY COMMISSION PETER ROGERS, CO-CHAIRPERSON**

*Central Office* 45 COMMERCE DRIVE, AUGUSTA, ME 04333  
*Mail Address* 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 *FAX* (207) 287-3180  
*Established* 1997 *Telephone* (207) 624-4400  
*Reference Policy Area* 04 *Umbrella* 92 *Unit* 593 *Citation* T0037B *M.R.S.A., Sect.* 000001131

**PURPOSE:**

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 act as a technical advisory commission to the Department of Defense, Veterans and Emergency Management 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 (MEMA) carries out the planning and preparedness activities for the Commission.

## INDEPENDENT AGENCIES - ADVISORY

### **ORGANIZATION:**

The Commission is composed of at minimum 15 members. The Director of the Maine Emergency Management Agency and the District Chief of the United States Geological Society (USGS) Maine Water Science Center serve as co-chairs. Other members include the State Geologist, the Commissioners of the Departments of Agriculture, Conservation and Forestry, Environmental Protection, Inland Fisheries and Wildlife, Marine Resources, Transportation, and Health and Human Services 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 Senator 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.

The State's Drought Task Force (DTF) is an extension of the River Flow Advisory Commission and assists in monitoring, coordinating, and managing responses to droughts and recommends actions to minimize impacts to public health, safety, the environment and agriculture. The DTF convened for the first time since 2002 in August 2016 as severe drought conditions were reported in some areas of the State of Maine. A subset of the full task force including MEMA representatives, the National Weather Service and USGS remained in contact through email and conference calls through 2018 to monitor the drought conditions.

### **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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SHELLFISH ADVISORY COUNCIL**

### **FIONA DEKONING, CHAIR**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04333  
*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

## INDEPENDENT AGENCIES - ADVISORY

concern to the shellfish industry and for assisting the commissioner with the dissemination of information to members of the shellfish industry.

### **ORGANIZATION:**

The Shellfish Advisory Council consists of: four members who are commercial shellfish license holders, at least three of whom must be primarily soft-shell clam harvesters; two members who are shellfish aquaculture lease holders; one member who represents the interests of municipalities with wastewater treatment systems; two members who are licensed wholesale seafood dealers who have been issued a shellfish sanitation certificate; one public member with knowledge of and interest in coastal water quality; two members who are municipal shellfish wardens, and one member who has been issued a shellfish depuration certificate. Terms are for three years, and the terms of the officers are for one year. The Chair of the Shellfish Advisory Council is also a member of the Marine Resources Advisory Council.

### **PROGRAM:**

The Council met 5 times in fiscal year 2018-19. The topics of discussion included: lab testing for dealers, legislative updates of the Marine Resources Regulations, vibrio harvest and restrictions, fisherman's forum shellfish focus day, inter-tidal legislation, LPA regulations, and Quahog management.

### **PUBLICATIONS:**

Minutes of the Shellfish Advisory Council meetings are available through the Department of Marine Resource's website.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **SUBSTANCE USE DISORDER SERVICES COMMISSION BRUCE CAMPBELL, ACTING CHAIR**

*Central Office* 41 ANTHONY AVE., AUGUSTA, ME 04330  
*Mail Address* 11 STATE HOUSE STATION, AUGUSTA, ME 04333-0011 *FAX*  
*Established* 1993 *Telephone* (207) 287-2595  
*Reference Policy Area* 05 *Umbrella* 92 *Unit* 577 *Citation* T0005 *M.R.S.A., Sect.* 000020065

### **PURPOSE:**

The purpose of the Substance Use Disorder Commission is to:

Serve as advocate; review and evaluate; and inform the public. The Commission shall serve as an advocate and resource for the State on substance use disorder intervention, prevention, treatment and recovery. The Commission shall promote and assess activities designed to meet and remediate challenges of substance use disorder in the State. With the support of the the Department of Health and Human Services, the Commission shall review and evaluate on a continuing basis state and federal policies and programs relating to substance use disorder. In cooperation with the Department, the Commission shall keep the public informed by collecting and disseminating information, by conducting or commissioning studies and publishing the results of those studies, by issuing publications and reports and by providing public forums, including conferences and workshops. The Commission, based on its activities pursuant to this subsection, shall make recommendations relating to substance use disorder to the Department and the Governor.

Report to the Legislature. The Commission shall report annually to the joint standing committee of the Legislature having jurisdiction over health and human services matters and the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs on or before the last business day of each year. The report must include developments and needs related

## INDEPENDENT AGENCIES - ADVISORY

to substance use disorder intervention, prevention, treatment and recovery in the State.

### **ORGANIZATION:**

Public Law 2019, chapter 432, that was signed into law on June 20, 2019 (and became effective September 19, 2019) by the Governor, amended the statutes governing the Commission. It more clearly details membership qualifications, appointments, representation, vacancies, etc. The Commission, formerly known as the Substance Abuse Services Commission, was established in 1993 and replaced the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. The Commission now consists of 18 members, appointed by the Governor, President of the Senate and Speaker of the House.

### **PROGRAM:**

During fiscal year 2019, the Commission continued to use its operational structure and working committees. The Commission reviewed policy issues and recommended support of legislation. The Commission engaged the Office of Substance Abuse and Mental Health Services (OSAMHS) in seeking out technical assistance from the federal Substance Abuse and Mental Health Services Administration (SAMHSA) in areas related to evidence-based practice, data collection and review of workforce development and peer recovery supports. The Commission made recommendations to OSAMHS regarding use of federal grants for treatment and recovery from opioid use disorder. The Commission met regularly and worked with the Office of the Governor to maintain membership and fill vacant seats. The Commission regularly met with members of the legislature, leadership, and staff on issues related to intervention, prevention, treatment and recovery. The Commission regularly received reports and updates from Maine's Center for Disease Control and Prevention and OSAMHS.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **ADVISORY BOARD FOR THE LICENSING OF TAXIDERMISTS STEVE ALLARIE, CHAIR**

*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.* 000010155

### **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 to 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 of Inland Fisheries and Wildlife, 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.

### **PROGRAM:**

N/A

## INDEPENDENT AGENCIES - ADVISORY

### LICENSES:

General Taxidermy License  
Mammal & Head Taxidermy License  
Bird Taxidermy License  
Fish Taxidermy License  
Skull Mount Taxidermy License

### PUBLICATIONS:

N/A

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## TELECOMMUNICATIONS RELAY SERVICES COUNCIL

**TERRY MORRELL, CHAIRPERSON**  
**LIZ WYMAN, PUBLIC ADVOCATE**

*Central Office* 1 MACKWORTH ISLAND, FALMOUTH, ME 04105

*Mail Address* 1 MACKWORTH ISLAND, FALMOUTH, ME 04105

*Established* 1990

*Reference Policy Area* 05 *Umbrella* 92 *Unit* 538 *Citation* T0035A *M.R.S.A., Sect.* 000008704

*FAX* (207) 781-6296

*Telephone* (207) 781-6284

### PURPOSE:

The Telecommunications Relay Services Council, as established by Title 5, section 12004-G, subsection 30-C, shall evaluate telecommunications relay services in the State of Maine and implement the Maine Telecommunications Relay Services program as certified by the Federal Communications Commission pursuant to 47 Code of Federal Regulations, Part 64, Subpart F.

### ORGANIZATION:

The Council has no staff and consists solely of those individuals appointed pursuant to statutory mandate. From within the members of the Council, a slate of officers is elected comprised of the Chair, the Vice-Chair, the Treasurer and the Clerk. The council provides direction to the Chair, who has the authority to form subcommittees to carry out the directives of the Council. The Clerk is responsible for ensuring filings are made as necessary for any state or federal certifications or reports. The Treasurer is responsible for receiving reimbursement requests for activities on behalf of the Council. The Treasurer and the Chair are jointly tasked with the approval of any reimbursement requests.

### PROGRAM:

The Council is tasked with administering the Telecommunications Relay Service (TRS) program within the State. TRS is a program where individuals call a single number, 7-1-1, which connects them to the TRS Provider for the State who acts as a translator between hearing individuals and deaf or hard of hearing individuals to permit telephonic communications among all users of the public switched telephone network. The primary benefit of this system is that it does not require both parties to the call to have assistive devices, such as TTY machines, thus opening the door for deaf and hard of hearing individuals to contact any other telephone user in the State, from their grandchild to their bank to the local pizza shop, without limitations or added costs by either party.

One priority for this program is to ensure that there is a high quality, reliable TRS program in the State that is compliant with federal standards and trends. To accomplish this goal, the Council has engaged in a request for proposal (RFP) proceeding to select the TRS provider for the State. The current TRS provider for Maine is Hamilton Communications.

Another priority for this program is to ensure that people are aware of TRS and educated in how to use the system. To accomplish this goal, the Council requires the TRS provider to support outreach throughout the State in conjunction with

## INDEPENDENT AGENCIES - ADVISORY

Maine groups who work with the deaf and hard of hearing communities. The Council also requires the TRS provider to support the Council in its efforts to perform outreach to constituencies beyond the deaf and hard of hearing community to ensure that when people or businesses receive a TRS call they do not hang up. In addition the TRS provider supports the Council's continued involvement with federal organizations to ensure that the Council is able to adequately address existing standards for services provided by the TRS provider.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

TELECOMMUNICATIONS RELAY SERVICES 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>
COMPUTER SERVICES	6,271		6,271			
CONTRACTUAL SERVICES	471,149		471,149			
TRANSFER TO OTHER FUNDS	11,554		11,554			
<b>TOTAL EXPENDITURES</b>	<b>488,974</b>		<b>488,974</b>			

## BOARD OF VISITORS - MAINE CORRECTIONAL CENTER

**BRADLEY FOGG, CHAIRPERSON**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062

*Mail Address* 17 MALLISON FALLS ROAD, WINDHAM, ME 04062

*Established* 1982

*Reference Policy Area 06 Umbrella 92 Unit 449 Citation T0034A M.R.S.A., Sect. 0003001A*

*FAX* (207) 893-7001

*Telephone* (207) 893-7000

**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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - ADVISORY

**BOARD OF VISITORS - MAINE STATE PRISON**

**PERRY GATES, CHAIRPERSON**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office* 807 CUSHING RD., WARREN, ME 04864

*Mail Address* 807 CUSHING RD., WARREN, ME 04864

*Established* 1982

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 450 *Citation* T0034A

*FAX* (207) 273-5316

*Telephone* (207) 273-5300

*M.R.S.A., Sect.* 00003001A

**PURPOSE:**

The Board of Visitors is an oversight and advisory committee of citizens appointed by the Governor of the State of Maine to represent the interests of the people of Maine in prison matters.

**ORGANIZATION:**

The five-person board is approved by the Governor for a term of one year and shall be eligible for reappointment. Chosen for their varied orientations, interests, and experience in corrections and rehabilitation issues, board members attend to questions and concerns about public safety and security, prison staff safety and well-being, inmate health and safety, prison industries and programs.

**PROGRAM:**

Through prisoner meetings, written correspondence or phone, the Maine State Prison Board of Visitors works to identify and discuss issues such as inmate mail, grievances, advocacy, good time policies, recreational and educational programs, scheduling 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 Deputy Commissioner of Corrections and with the Department Counsel to discuss issues that may be of importance during the year. The Board meets with program staff from many areas to discuss their specific areas of operation and help to ensure their concerns are being heard. The Board also feels that it is important to tour areas of the Maine State Prison and Bolduc Correctional Facility to allow for a better understanding of the management of these complex facilities and also to discuss issues that may arise at the community level.

Routinely the Board meets with the Warden and Senior Staff of Maine State Prison to discuss current issues and concerns and identify, when appropriate, ways the Board can be of support and assistance in the effective operation of the Maine State Prison.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BOARD OF VISITORS - LONG CREEK YOUTH DEVELOPMENT CENTER**

**HOWARD DANA,**  
**RANDALL LIBERTY, COMMISSIONER**

*Central Office* 675 WESTBROOK ST., SOUTH PORTLAND, ME 04106

*Mail Address* 675 WESTBROOK ST., SOUTH PARTLAND, ME 04106

*Established* 1982

*Reference Policy Area* 06 *Umbrella* 92 *Unit* 448 *Citation* T0034A

*FAX* (207) 822-2775

*Telephone* (207) 822-2600

*M.R.S.A., Sect.* 00003001A

**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.



## INDEPENDENT AGENCIES - ADVISORY

### **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 of Corrections and/or institutions.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**MAINE ARTS COMMISSION**

**JULIE A. RICHARD, EXECUTIVE DIRECTOR**

*Central Office* 193 STATE STREET, AUGUSTA, ME 04330  
*Mail Address* 25 STATE HOUSE STATION, AUGUSTA, ME 04333-0025 *FAX* (207) 287-2725  
*Established* 1966 *Telephone* (207) 287-2724  
*Reference Policy Area* 03 *Umbrella* 94 *Unit* 088 *Citation* T0027 *M.R.S.A., Sect.* 000000401  
*Average Counts-All Positions* 10.000 *Legislative Count* 10.00

**PURPOSE:**

The Maine Arts Commission was established by the Legislature to encourage and stimulate public interest and participation in the cultural heritage and cultural programs of our state; to expand the State's cultural resources; and to encourage and assist freedom of artistic expression for the well-being of the arts, and 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.

The Commission's priorities are established by its five-year cultural plan: Fortifying Maine's Creativity & Culture 2015-2020. The five strategic priorities of this plan are: attracting and leveraging greater investment in Maine's arts, culture, and creative economy; increasing awareness of creative opportunities and their value to communities and local economies; fostering PK-12 arts education and lifelong-learning programs; increasing synergies between culture and tourism; and building the Agency's capacity to match planned growth.

In implementing these priorities, 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:**

**ARTSENGAGEMENT:** A nonprofit "support organization for the Commission launched in FY18 in accordance with the Commission's Cultural Plan. The mission of ArtsEngagement is to build an environment that engages all sectors, public and private, across the State, to promote the awareness and value of the creative and cultural sectors, and to invest in their sustainability. **GRANTS PROGRAM:** The Arts Commission provided the following grants programs and funding in FY19: Arts Learning Grant, 20 grants totaling \$37,900, CCED: Cultural Plan, 2 grants totaling \$20,000, CCED: Implementation, 2 grants totaling \$150,000, Creative Aging, 3 grants totaling \$3,000, Jane Morrison Film Scholarship, 1 grant for \$1,610, Maine Artist Fellowship, 7 grants totaling \$35,000, Organizational Development, 14 grants totaling \$26,200, Partnership Grant, 19 grants totaling \$143,600, PercentForArt, 7 grants totaling \$95,050, Project Grant for Artists, 57 grants totaling \$65,400, Project Grant for Organizations, 43 grants totaling \$89,700, Special Projects, 2 grants totaling \$3,375, Ticket to Ride, 38 grants totaling \$11,506 and Traditional Arts Apprenticeship, 5 grants totaling \$15,000. **ARTS EDUCATION PROGRAMS & PROJECTS:** Includes the following programs - Maine Arts Leadership Initiative, Teaching Artist Roster, Excellence in Maine Visual & Performing Arts Education, Congressional Art Competition, Poetry Out Loud, and Ticket to Ride. **ARTS ITIDAROD:** An annual series of statewide, regional meetings to provide professional development opportunities and gather information from the arts and cultural sectors. **ART IN THE CAPITOL:** Provides exhibitions highlighting artist's and apprentices to work together. **CREATIVE COMMUNITIES ECONOMIC DEVELOPMENT:** Encourages cultural, economic and governmental sectors to work together to develop community through the arts. One cultural planning grant of \$10,000 was awarded to the Belfast Creative Coalition. **DATA COLLECTION:** Per state statute, in FY19, the Commission continued to collect financial and economic impact data for the State's cultural sector. This collection is accomplished through a partnership with DataArts, a national database for entry

**INDEPENDENT AGENCIES - OTHER**

and analysis of cultural organizations; financial data. MAINE INTERNATIONAL CONFERENCE ON THE ARTS (MICA) September 2018: A biennial conference attracting artists and arts organizations not only from around the State but also from Canada and the entire U.S. Held at the Abramson Community Education Center in Portland - USM, the conference attracted approximately 300 attendees, including artists, arts organizations staff, community businesses and municipal/policy leaders to participate in professional development workshops; performing arts showcases; special topic, in-depth pre-conferences; and networking opportunities. PERCENT FOR ART PROGRAM: The Commission manages this program for the acquisition of new works of art for newly constructed or renovated state-funded buildings. MAINE ARTS AWARDS: Launched in FY19 in conjunction with the MICA Conference in partnership with ArtsEngageME. Awards are given in six categories to deserving artists and arts organizations from across the State. CULTURAL SECTOR NETWORK: Launched in FY19 as a program of ArtsEngageME to link the arts and culture sector of Maine around policy and professional development.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE ARTS COMMISSION	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	REVENUE	FUND	FUNDS	FUNDS
SALARIES & WAGES	479,072	324,889				154,183
HEALTH BENEFITS	147,988	100,771				47,217
RETIREMENTS	126,939	86,238				40,701
OTHER FRINGE BENEFITS	9,979	7,075				2,904
COMPUTER SERVICES	26,443	19,607				6,836
CONTRACTUAL SERVICES	284,575	148,568	19,975			116,032
RENTS	3,042	1,101				1,941
COMMODITIES	4,568	4,265				303
GRANTS, SUBSIDIES, PENSIONS	524,238	166,812	19,941			337,485
TRANSFER TO OTHER FUNDS	39,493		2,022			37,471
<b>TOTAL EXPENDITURES</b>	<b>1,646,337</b>	<b>859,326</b>	<b>41,938</b>			<b>745,073</b>

**BAXTER STATE PARK AUTHORITY**

**DOUG DENICO, CHAIRMAN**  
**EBEN SYPITKOWSKI, DIRECTOR**

TTY (207) 723-9905

Central Office 64 BALSAM DRIVE, MILLINOCKET, ME 04462

Mail Address 64 BALSAM DRIVE, MILLINOCKET, ME 04462

Established 1933

Reference Policy Area 04 Umbrella 94 Unit 293 Citation T0012

Average Counts-All Positions 40.809

FAX (207) 723-6381

Telephone (207) 723-9616

M.R.S.A., Sect. 00000901

Legislative Count 22.00

**PURPOSE:**

The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds."

The primary responsibilities of the Authority are to protect the wildlife, fauna and flora within the park for the enjoyment of present and future generations; to operate and maintain various hiking trails, campgrounds, campsites and rustic log cabins within the 209,644 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.

## INDEPENDENT AGENCIES - OTHER

### ORGANIZATION:

Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until his final acquisition in 1962 brought the Park's area to 201,018 acres. Since then, the Authority has purchased and been gifted additional lands bringing the Park to its current size of 209,644 acres. In addition to the various gifts of land, Governor Baxter also left two sizable trust funds to carry out the operation and maintenance of the park without the need of state funding.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Department of Agriculture, Conservation and Forestry (formerly Department of Conservation)). The Baxter State Park Authority, a three person authority consisting of the Maine Attorney General, the Director of Maine Forest Service and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations. Responsibility for the operation and management of Baxter State Park is delegated from the Baxter State Park Authority to the Park Director who supervises: Chief Ranger (Operations); Resource Manager (Scientific Forest Management); Park Naturalist (Information and Education); and the Business Manager.

Approximately 35% of the cost of Park operations is financed from a combination of use fees, entrance fees and wood products revenues with the remaining 65% provided by revenues from trusts established by Percival Baxter in 1945 and again through his will after his death in 1969 to provide funds for the care and maintenance of Baxter State Park.

### PROGRAM:

Both the forever wild and forest management portions of Baxter State Park are managed according to the wishes of the donor, Percival Baxter, as expressed in the Trust Deed Communications. As a large wilderness area, Baxter State Park faces many issues unique to the management of such an area. In all policy issues, the preservation and protection of Park resources is considered above recreational needs. The process of policy and decision making of the Authority is assisted by Park staff and several Advisory Committees.

Within the 209,644 acres of the Park are ten campgrounds and numerous out lying sites providing an overnight capacity of slightly over 1,000 campers with a seasonal capacity of 145,000. All campground and many day-use facilities include disability friendly sites. During peak summer use months of July and August, the Park is often filled to capacity. The seasonal average use over the six months from May 15 to October 15 is usually around 50% of capacity.

### LICENSES:

- \* Non-resident fishing licenses.
- \* Entrance Permits for day use, overnight use, and seasonal use.
- \* Advance reservations for all overnight facilities in the Baxter State Park.
- \* Permits to allow individuals to carry out research activities and media production activities.
- \* Award of Certificates of Appreciation for Park volunteers.
- \* Contracts for the following services:
  1. Rubbish Removal, Septic and Janitorial.
  2. Fuel.
  3. Road Maintenance.
  4. Firewood Bundle Preparations.
  5. Various Forest Management Operations.
  6. Maine Appalachian Trail Club and Maine Conservation Corps.

### PUBLICATIONS:

Baxter State Park Annual Report - free  
Baxter State Park Management Plan - free  
Baxter State Park Newspaper "Wildnotes" - free

Numerous books and guides on nature, recreation, ecology, etc. - various fees, available at Baxter State Park Headquarters.  
Baxter State Park Trail Guide - fee  
Baxter State Park Maps - fee

**INDEPENDENT AGENCIES - OTHER**

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BAXTER STATE PARK AUTHORITY	<b>TOTAL</b>					
	<b>FOR</b>	<b>SPECIAL</b>				
<b>EXPENDITURES</b>	<b>ALL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>	
	<b>FUNDS</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
SALARIES & WAGES	1,705,979	1,705,979				
HEALTH BENEFITS	557,757	557,757				
RETIREMENTS	435,302	435,302				
OTHER FRINGE BENEFITS	32,365	32,365				
COMPUTER SERVICES	10,276	10,276				
CONTRACTUAL SERVICES	1,051,327	1,051,327				
RENTS	1,751	1,751				
COMMODITIES	137,601	137,601				
BUILDING IMPROVEMENTS	331,664	331,664				
EQUIPMENT	69,702	69,702				
TRANSFER TO OTHER FUNDS	56,359	56,359				
<b>TOTAL EXPENDITURES</b>	<b>4,390,083</b>	<b>4,390,083</b>				

**MAINE BIOMEDICAL RESEARCH BOARD  
VACANT , CHAIR**

*Central Office* 8 VENTURE AVE BRNSWCK LNDNG, BRUNSWICK, ME 04011  
*Mail Address* 8 VENTURE AVE BRNSWCK LNDNG, BRUNSWICK, ME 04011 FAX (207) 582-4772  
*Established* 2001 Telephone (207) 582-4790  
*Reference* Policy Area 01 Umbrella 94 Unit 630 Citation T005 M.R.S.A., Sect. 000013104

**PURPOSE:**

The Maine Biomedical Research Board was established to promote economic development and jobs in the State primarily by making state investments in organizations with successful results in attracting biomedical research funds from specified grant sources. As a secondary purpose, the Maine Biomedical Research Program is intended to provide incentives for small eligible institutions to grow. The program shall disburse program funds from the Maine Biomedical Research Fund to eligible institutions. An eligible institution receiving program funds under this program may use those funds for any of the following purposes: project funding; facilities funding, including debt service; equipment used in research, including debt service; or ancillary support.

**ORGANIZATION:**

The Maine Biomedical Research Program is overseen by the Maine Biomedical Research Board. The Board consists of seven members appointed as follows: four persons appointed by the Governor and nominated by a statewide biomedical research coalition; two members appointed by the Governor who are distinguished and credentialed in the type of biomedical research that is performed by eligible institutions; and, the Commissioner of the Department of Economic and Community Development or his/her designee. The Maine Biomedical Research Board is assisted in its oversight of the Program by the Maine Technology Institute, which provides administrative services for the Program. This Board has not met since January 2012 and is currently inactive.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**STATE CIVIL SERVICE APPEALS BOARD**  
**ROBERT W. BOWER JR., CHAIR**

*Central Office* 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074  
*Mail Address* 74 STATE HOUSE STATION, AUGUSTA, ME 04333-0074 *FAX* (207) 287-2865  
*Established* 1986 *Telephone* (207) 287-2864  
*Reference Policy Area* 00 *Umbrella* 94 *Unit* 388 *Citation* T0005 *M.R.S.A., Sect.* 000007081

**PURPOSE:**

The State Civil Service Appeals Board is established to mediate grievances and disputes, and to hear and resolve classification appeals which are filed by employees of the State who are excluded from the collective bargaining process pursuant to 26 MRSA, 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 Governor 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE COMMISSION FOR COMMUNITY SERVICE**  
**MARYALICE CROFTON, EXECUTIVE DIRECTOR**

*Central Office* 19 ELKINS LANE ROOM 105, AUGUSTA, ME 04333-0105  
*Mail Address* 105 STATE HOUSE STATION, AUGUSTA, ME 04333-0105 *FAX* (207) 221-0874  
*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's 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 federal National and Community Service Trust Act (USC 42, Section 12501 et seq.) and recommends state priorities regarding programs that receive direct federal financial assistance under the Domestic

## INDEPENDENT AGENCIES - OTHER

Volunteer Service Act of 1973. In addition to administering AmeriCorps State programs, the Commission maintains online training for managers of volunteers and is the lead state partner for implementation of Service Enterprise, an initiative to improve the impact of organizations engaging volunteers.

### **ORGANIZATION:**

The Commission is comprised of 24 voting-members appointed by the Governor. Representation is directed by Statute. Appointed members serve three-year, staggered terms. Voting members 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. Commissioners are supported by a staff of 4 FTEs. Since July 1, 2012, the Commission's fiscal agent has been the Maine Department of Education.

### **PROGRAM:**

The Commission managed over \$1.9 million from the Corporation for National and Community Service and \$254,556 in non-federal resources. The federal and private funding supported implementation of Service Enterprise in four Maine counties. Grants to seven community agencies supported 228 AmeriCorps members while grants to another five organizations supported expansion of community volunteer engagement. The remaining funds supported training and technical assistance for all 24 National Service programs, grant administration, Commission operation and training for 209 staff of volunteer programs. The Commission also completed a yearlong strategic planning process that sets its direction for 2018-2021.

### **PUBLICATIONS:**

These reports are located on the Maine Commission for Community Service website: [www.maineservicecommission.gov/publications/](http://www.maineservicecommission.gov/publications/)  
Annual Reports  
2018-2021 Strategic Plan  
2018 National Service Programs in Maine

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE STATE CULTURAL AFFAIRS COUNCIL PETER MERRILL, CHAIRPERSON**

*Central Office* C/O MAINE STATE LIBRARY, AUGUSTA, ME 04333-0064  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX*  
*Established* 1990 *Telephone*  
*Reference Policy Area* 03 *Umbrella* 94 *Unit* 546 *Citation* T0027 *M.R.S.A., Sect.* 000000552

### **PURPOSE:**

The Maine State Cultural Affairs Council, as established in 5 MRSA, § 12004-G, subsection 7-A, shall ensure a coordinated, integrated system of cultural resources programs and projects and shall ensure the support of cultural heritage institutions and activities of the State.

### **ORGANIZATION:**

The Maine State Cultural Affairs Council was established in 1990 to coordinate the resources, programs and projects of the cultural agencies with statewide responsibilities. The Maine State Cultural Affairs Council consists of the chair of the Council, appointed by the Governor from one of the following boards and commissions; 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

## INDEPENDENT AGENCIES - OTHER

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

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE CULTURAL AFFAIRS COUNCIL	TOTAL FOR ALL	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES	38,970	38,970				
GRANTS, SUBSIDIES, PENSIONS	23,725	23,725				
<b>TOTAL EXPENDITURES</b>	<b>62,695</b>	<b>62,695</b>				

## MAINE ECONOMIC GROWTH COUNCIL STEVE VON VOGT, CO-CHAIR

*Central Office* 2 BEECH STREET, SUITE 203, HALLOWELL, ME 04347  
*Mail Address* 2 BEECH STREET, SUITE 203, HALLOWELL, ME 04347      *FAX* (207) 622-6346  
*Established* 1993      *Telephone* (207) 622-6345  
*Reference Policy Area* 01    *Umbrella* 94    *Unit* 573    *Citation* T0010    *M.R.S.A., Sect.* 000000929A

**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 and recommend changes in the plan to reflect the dynamics of the international, national and state economy.

**ORGANIZATION:**

The Council's full complement is 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.



## INDEPENDENT AGENCIES - OTHER

### **PROGRAM:**

The Council's first report, Goals for Growth: Progress 95, was released in fiscal year 1995 and proposed to monitor progress in six key areas: Innovative Businesses, Productive Workers/Reward Employment, Vital Communities, Healthy Natural Resources, Efficient Government and State-of-the-Art Infrastructure. Measures of Growth 97 identified 57 benchmarks in the six areas, with subsequent reports tracking and evaluating Maine's performance on these indicators.

Since those initial reports, the Council has modified the report to ensure it is measuring the key indicators of Maine's economy. Measures of Growth 2002 included 40 of the original indicators and an additional 20 indicators. The 2005 report honed in on the 18 indicators in the economy, community and environment spheres deemed to be most critical for Maine's economy. Since then, the Council has carefully evaluated existing and potential indicators to ensure the Measures of Growth report is using the best available data to provide a clear and comprehensive evaluation of the most critical factors affecting Maine's economy. The 2015 report included a new format intended to retain all of the valuable data and information while making the key factors in meeting the Growth Council's goal of a high quality of life for all Maine people more accessible and easier to understand. The 2019 report was released in April and includes 27 indicators and benchmarks.

The Council distributes the Measures of Growth report widely and conducts briefings for organizations and agencies statewide. From 2006 to 2011, the council administered the "Adopt-a-Benchmark" program, which encouraged Maine organizations to take and report action to move the State closer to one or more of the Council's benchmarks. The program was discontinued in favor of promoting more comprehensive efforts.

**FINANCES, FISCAL YEAR 2019:** 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 04330  
*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, to be reestablished on a sound financial basis and to assure collection of 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 Health and 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

## INDEPENDENT AGENCIES - OTHER

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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## STATE EMERGENCY RESPONSE COMMISSION PETER ROGERS, CHAIRPERSON

WATS (800) 452-8735

*Central Office* 45 COMMERCE DRIVE, AUGUSTA, ME 04333  
*Mail Address* 72 STATE HOUSE STATION, AUGUSTA, ME 04333-0072 *FAX* (207) 287-3178  
*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. The Director of the Maine Emergency Management Agency serves as the chair. Other members include the Commissioners of Environmental Protection, Human Services, Labor and Transportation or designees, the Director of the Office of Emergency Medical Services or designee, the Chief of the State Police or designee, 4 gubernatorial appointees, 2 appointed by the Speaker of the House of Representatives and an environmental organization representative of the general public appointed by the President of the Senate.

### **PROGRAM:**

The SERC in support of its vision and mission statement has developed a three-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.

Additionally, as part of the mission to protect the public and environment, the SERC supports a number of Regional Response Teams (RRTs) and Decontamination Strike Teams (DSTs). These teams, who receive funds through both SERC special revenue and Homeland Security Grants for both training and equipment, are placed strategically throughout the State of Maine in such a manner that they can respond to quickly assess and mitigate any accidental or intentional release of hazardous substances.

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 and Operations and Technician level courses along with a number of other specialized programs.

## INDEPENDENT AGENCIES - OTHER

### **PUBLICATIONS:**

LEPC Guidance  
Model Plans  
Emergency Planning Guidance  
Emergency Response Guidebooks  
Emergency Response Guidebooks

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **KIM WALLACE ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD**

**JILLIAN SAUCIER, CHAIR  
HALEIGH O'DONNELL, CLERK, ALPHA ONE**

*Central Office* C/O ALPHA ONE, 127 MAIN ST., SOUTH PORTLAND, ME 04106-2648 *TTY* (800) 640-7200  
*Mail Address* PO BOX 2887, SOUTH PORTLAND, ME 04116-2887 *FAX* (207) 799-8346  
*Established* 1988 *Telephone* (207) 767-2189  
*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 tiered interest rates and terms that are specifically tailored to meet the financial needs of individual borrowers. Business entities may also borrow from the fund to help make businesses accessible to individuals with disabilities.

### **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 nonprofit community-based agency offering services to persons with disabilities, to provide initial assistance to program applicants and help determine the appropriateness of the equipment to be purchased. The Board also contracts with the Finance Authority of Maine to provide administrative assistance, financial analysis and management and legal counsel.

### **PROGRAM:**

The program provides flexible term loans to assist people with disabilities become more productive members of the community. Businesses may also borrow from the fund 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES**

**JONATHAN WAYNE, EXECUTIVE DIRECTOR**  
**WILLIAM A. LEE III, ESQ., CHAIR**

*Central Office* 45 MEMORIAL CIRCLE, AUGUSTA, ME 04330  
*Mail Address* 135 STATE HOUSE STATION, AUGUSTA, ME 04333-0135 *FAX* (207) 287-6775  
*Established* 1976 *Telephone* (207) 287-4179  
*Reference Policy Area* 00 *Umbrella* 94 *Unit* 270 *Citation* T0001 *M.R.S.A., Sect.* 000001002  
*Average Counts-All Positions* 6,000 *Legislative Count* 6.00

**PURPOSE:**

The Commission on Governmental Ethics and Election Practices is an independent commission established to guard against corruption or undue influencing of the election process and against misconduct or the appearance of misconduct by Legislators.

The general duties of the Commission are to investigate and make advisory recommendations to the appropriate body of the Legislature of any apparent violations of the ethical standards set by the Legislature; to issue advisory opinions and guidelines on problems or questions involving possible conflict of interest in matters under consideration by, or pertaining to, the Legislature; and to administer the sources of income disclosure law.

Additional responsibilities of the Commission are to administer and investigate any violations of the requirements for campaign reports and campaign financing, including the provisions of the Maine Clean Election Act; to conduct biennially, in conjunction with the Attorney General and the Chair of the Legislative Council, an ethics seminar for Legislators; to administer the lobbyist disclosure laws, and to administer and ensure effective implementation of the Maine Clean Election Act.

**ORGANIZATION:**

The Commission on Governmental Ethics and Election Practices, established by 5 MRSA, section 12004-G, §33, consists of five members appointed by the Governor from nominee lists submitted by Legislative Leadership. Appointees are subject to review by the joint standing committee of the Legislature having jurisdiction over legal affairs and confirmation by the Senate.

No more than two members may be enrolled in the same political party. Each member serves a three-year term. A person may not be appointed to the Commission who is a member of the Legislature or who was a member of the previous Legislature, or who was a declared candidate for an elective county, state or federal office within two years prior to the appointment, or who holds an elective county, state or federal office, or who is an officer, director, employee or primary decision maker of a party committee, political action committee or candidate committee authorized under 21-A MRSA, §1013-A(I)(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, Office of the State Auditor, or any law enforcement agency in Maine.

**PROGRAM:**

**Advisory Opinion, Notices, and Report Audits:** During fiscal year 2019, 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 2019, the Commission investigated complaints concerning candidate campaigns, party committees, political action committees, ballot question committees, and lobbyists. The

## INDEPENDENT AGENCIES - OTHER

Commission also ruled on the lateness of the filings of candidates, party committees, ballot question committees, political action committees, and lobbyists. The Commission did not refer any 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 was a party-in-interest in a lawsuit regarding the payment of campaign funds under the Maine Clean Election Act (Maine Citizens for Clean Election, et al. v. LePage, et al., KEN-CV-18-112 Me. Sup. Ct., Kennebec County, Aug. 2, 2018)

### **PUBLICATIONS:**

The Commission distributes copies of the governmental and legislative ethics laws, lobbyist disclosure procedures, campaign reports and finance laws for candidates, the laws governing political action committees (PACs) and ballot question committees (BQCs), the Maine Code of Fair Campaign Practices, and the Maine Clean Election Act. Other publications include: filing schedules, registrations, and reporting forms for lobbyists, PACs, BQCs, party committees, and candidates for state and county; sources of income statements for Legislators and legislative candidates and executive branch officials; rosters of registered PACs and BQCs, lobbyists, and candidates/treasurers; candidate compliance manuals; summaries of campaign contributions/expenditures; and Annual report of lobbyist compensation.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR		SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	ALL FUNDS	GENERAL FUND				
EXPENDITURES						
SALARIES & WAGES	402,126	89,663	312,463			
HEALTH BENEFITS	114,770	27,051	87,719			
RETIREMENTS	106,018	23,321	82,697			
OTHER FRINGE BENEFITS	8,800	1,947	6,853			
COMPUTER SERVICES	85,981	568	85,413			
CONTRACTUAL SERVICES	54,821	7,692	47,129			
RENTS	57,815		57,815			
COMMODITIES	1,245	306	939			
GRANTS, SUBSIDIES, PENSIONS	1,464,366		1,464,366			
INTEREST-DEBT RETIREMENT	3	3				
TRANSFER TO OTHER FUNDS	16,299		16,299			
<b>TOTAL EXPENDITURES</b>	<b>2,312,244</b>	<b>150,551</b>	<b>2,161,693</b>			

## **FINANCE AUTHORITY OF MAINE**

**BRUCE WAGNER, CEO**  
**JAMES VIOLETTE, JR., CHAIR**

*Central Office* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949

*Mail Address* PO BOX 949, AUGUSTA, ME 04332-0949

*FAX* (207) 623-0095

*Established* 1983

*Telephone* (207) 623-3263

*Reference Policy Area* 01 *Umbrella* 94 *Unit* 457 *Citation* T0010 *M.R.S.A., Sect.* 000000964

### **PURPOSE:**

The Finance Authority of Maine (FAME), a quasi-independent state agency, is Maine's business and higher education finance authority. FAME's mission is to provide financial solutions that help Maine people achieve their business and higher educational goals.

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

## INDEPENDENT AGENCIES - OTHER

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 Education Savings Program, NextGen 529, and oversees outreach activities that are designed to encourage Maine people to aspire to and pursue higher education.

FAME works to grow the number of Maine residents with quality in-state jobs by deploying financial resources needed to obtain relevant postsecondary education and increase economic development. FAME accomplishes its mission by working closely with the State's higher education, commercial lending, economic development and business communities, as well as the Governor and Maine Legislature, in the formulation and implementation of financial services and programs that help fill gaps that exist in Maine's capital delivery system.

### **ORGANIZATION:**

FAME is overseen by a fifteen-member board of directors that has the following makeup: two members with experience in natural resource-based enterprises; two veterans; one certified public accountant; one commercial lender; one attorney; one member with expertise in student financial aid; one member knowledgeable in the field of higher education; three members at-large; three state officials, including the Commissioner of Economic and Community Development, a natural resource agency commissioner and the State Treasurer.

Members of the FAME Board are appointed by the Governor and are subject to review and confirmation by the Maine Legislature. Each member, other than the state officials, serves for a term of four years, with a maximum of two four-year terms possible. The Chief Executive Officer is appointed by the Governor for a four-year term, 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; OnLine Answer Program; FAME Direct Loan 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 New Markets Capital Investment Tax Credit Program; and various bond financing programs.

Additionally, the following programs are administered in conjunction with other state departments or agencies: Agricultural Marketing Loan Program; Dairy Improvement Fund; Potato Marketing Improvement Fund Program; Maine Rural Development Authority; Nutrient Management Loan Program; Compliance Assistance 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 Education Savings Program (NextGen 529); Maine Dental Education Loan and Loan Repayment Programs; the Harold Alfond College Challenge; Maine Health Professions Loan Program; the Doctors for Maine's Future Scholarship Program; Maine Veterinary Medicine Loan Program; Tuition Waiver Programs; The Maine Loan; Alfond Leaders Program; and financial education.

### **PUBLICATIONS:**

FAME: Helping You Get to Yes (Commercial Finance Guide)  
PLAN: Tools to Help You Pursue Education After High School  
CHOOSE: Your Guide to Post-Secondary Schools in Maine  
PAY: Tips to Afford Higher Education  
MANAGE: Making Your Money Work  
The Loan For ME: Private Student Loans  
Maine Loan: Maine's Alternative Student Loan  
Maine Medical Loan

**INDEPENDENT AGENCIES - OTHER**

NextGen: Help Your Child Succeed  
 \$500 Alford Grant  
 mPower Your Life (Kim Wallace Adaptive Equipment Loan Program)  
 MRDA: Financial Resources to Help Maine Communities Grow

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

FINANCE AUTHORITY OF MAINE	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	26,097,455	16,192,394	4,905,061			5,000,000
<b>TOTAL EXPENDITURES</b>	<b>26,097,455</b>	<b>16,192,394</b>	<b>4,905,061</b>			<b>5,000,000</b>

**ADVISORY COMMITTEE ON MEDICAL EDUCATION**

**VACANT, CHAIR**  
**LYNN DALEY, 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 Policy Area* 01 *Umbrella* 94 *Unit* 093 *Citation* T0020A *M.R.S.A., Sect.* 000012106

**PURPOSE:**

The Advisory Committee on Medical Education advises the Chief Executive Officer of the Finance Authority of Maine (FAME) in the development of initiatives that address the medical education needs of the State.

**ORGANIZATION:**

The 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; a major statewide agency representing hospitals; a 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 recommendations for the future needs of the programs, and the development of incentives to practice in underserved areas.

## INDEPENDENT AGENCIES - OTHER

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY**

#### **TONI REED, EXECUTIVE DIRECTOR**

*Central Office* 127 COMMUNITY DRIVE, AUGUSTA, ME 04330

*Mail Address* PO BOX 2268, AUGUSTA, ME 04338-2268

*Established* 1971

*Reference Policy Area* 00 *Umbrella* 94 *Unit* 336 *Citation* T0022

*FAX* (207) 623-5359

*Telephone* (207) 622-1958

*M.R.S.A., Sect.* 000002054

#### **PURPOSE:**

To assist private nonprofit hospitals, non-profit nursing homes, community health facilities, forprofit nursing and boarding homes, and private, nonprofit 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 12 members, 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 Authority shall annually elect one of its members as chairman and one as vice-chairman, and shall also appoint an executive director who shall not be a member of the Authority, who shall serve at the pleasure of the 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 makeup 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.

During fiscal year 2019, the Authority issued \$273,230,000 in General Resolution conduit debt on behalf of its borrowers which is not debt of the Authority or moral obligation debt of the State of Maine.

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.

#### **PUBLICATIONS:**

Annual Report - Audit

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - OTHER

**MAINE HISTORIC PRESERVATION COMMISSION**  
**KIRK MOHNEY, EXECUTIVE DIRECTOR**

*Central Office* 55 CAPITOL ST, AUGUSTA, ME 04330  
*Mail Address* 65 STATE HOUSE STATION, AUGUSTA, ME 04333-0065 *FAX* (207) 287-2335  
*Established* 1971 *Telephone* (207) 287-2132  
*Reference Policy Area* 03 *Umbrella* 94 *Unit* 089 *Citation* T0027 *M.R.S.A., Sect.* 000000502  
*Average Counts-All Positions* 16.731 *Legislative Count* 12.00

**PURPOSE:**

The Commission works to preserve the architectural, historic and environmental heritage of the people of the State, and to develop and promote the cultural, educational and economic benefits of these 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 eleven members made up as follows: Commissioner or representative of the departments of Transportation and Agriculture, Conservation and Forestry; and nine 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 member's appointment and thereafter until the member's 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:**

The Maine Historic Preservation Commission administers the National Historic Preservation Act of 1966 in the State of Maine. The Program includes the following activities: Historic Preservation Planning; National Register of Historic Places; Preservation Tax Incentives; Survey and Inventory; Development, Acquisition and Covenants; Review and Compliance; and Local Government Certification. Agency staff provides guidance and advice to governmental agencies, groups and individuals in the area of historic preservation. During fiscal year 2019, the Commission provided Historic and Archaeological resource data to 54 municipalities for use in the development of local comprehensive plans; expanded the National Register of Historic Places by 10 individual buildings and 1 historic district; reviewed the Part 1, 2 and/or 3 of 40 tax credit applications leading to the certification of 8 historic rehabilitation projects with a total value of nearly \$25 million dollars; added 2,704 properties to the Maine Historic Resources Inventory; and reviewed over 1,600 projects to evaluate their impact on historic properties.

**LICENSES:**

Pursuant to 27 MRSA §374, any party wishing to excavate a protected 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 for an Excavation Permit to the Director of the Commission with a written research proposal. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application. If an Excavation 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.

**PUBLICATIONS:**

Heritage For The Future, 2016-2021 Edition: Maine's Statewide Historic

INDEPENDENT AGENCIES - OTHER

Preservation Plan.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR					
	ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	668,438	217,001	171,054		280,383	
HEALTH BENEFITS	218,106	64,627	58,594		94,885	
RETIREMENTS	168,379	57,068	40,581		70,730	
OTHER FRINGE BENEFITS	13,314	3,948	3,357		6,009	
COMPUTER SERVICES	27,722	9,152	6,905		11,665	
CONTRACTUAL SERVICES	89,543	16,512	31,843		41,188	
RENTS	150	59			91	
COMMODITIES	15,190	1,248	8,833		5,109	
GRANTS, SUBSIDIES, PENSIONS	197,031	-539			197,570	
TRANSFER TO OTHER FUNDS	83,705		32,342		51,363	
<b>TOTAL EXPENDITURES</b>	<b>1,481,578</b>	<b>369,076</b>	<b>353,509</b>		<b>758,993</b>	

**MAINE HUMAN RIGHTS COMMISSION**

**AMY SNEIRSON, EXECUTIVE DIRECTOR**  
**MELODY PIPER, OPERATIONS DIRECTOR**

*Central Office* 19 UNION STREET, AUGUSTA, ME 04330  
*Mail Address* 51 STATE HOUSE STATION, AUGUSTA, ME 04333-0051 *FAX* (207) 624-8729  
*Established* 1972 *Telephone* (207) 624-6290  
*Reference Policy Area* 06 *Umbrella* 94 *Unit* 348 *Citation* T0005 *M.R.S.A., Sect.* 000004561  
*Average Counts-All Positions* 13.000 *Legislative Count* 13.00

**PURPOSE:**

The Maine Human Rights Commission was established to investigate and 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; in employment, discrimination on account of age and genetic predisposition; in housing, discrimination on account of source of income and familial status; 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 in employment because an employee asserted a right with a prior employer under the Worker's Compensation Act and prohibits retaliation in employment because an employee reported unsafe or unlawful activity in the workplace under the Whistleblowers' Protection Act.

**ORGANIZATION:**

The Maine Human Rights Commission was established in 1971 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; 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; in employment, discrimination on account of age and genetic predisposition; in housing, discrimination on account of source of income and familial status; 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.

**PROGRAM:**

DISCRIMINATION COMPLAINTS. During the fiscal year 2019, 715 new complaints were

**INDEPENDENT AGENCIES - OTHER**

filed with the Maine Human Rights Commission; over 710 complaints were carried over from the previous fiscal year; and the Commission closed 748 cases. After updating inventory data, there were 677 cases active at the end of fiscal year 2019.

**LITIGATION.** The Commission is represented in the courts of the State of Maine by the Commission's own counsel.

**PUBLIC EDUCATION AND INFORMATION.** The Commission issues information on its website and in other publications and speaks to groups (upon request and otherwise), when possible, in an effort to educate people about the provisions and remedies under the Maine Human Rights Act.

**PUBLICATIONS:**

- Maine Human Rights Act
- Maine Human Rights Commission 2018 Annual Report
- Whistleblower's Protection Act
- Procedural Rules and Regulations
- "MHRA Guarantees" Poster
- Accessibility Requirements for Public Accommodations and Places of Public Employment
- Accessibility Requirements of the Maine Human Rights Commission
- Assistance Animals in Housing
- Attorney Referral Listing
- Employment Regulation; Employment Poster
- Equal Educational Opportunity Regulations; Procedural Rules
- Housing Applicant Inquiry Guide
- Housing Poster; Unlawful Housing Harassment Brochure
- Housing Regulations of the Maine Human Rights Commission; Housing Procedural Rule
- Learn What Inquiries Are Lawful and What Inquiries Are Not Lawful When Applying For Housing.
- Pre-Employment Inquiry Guide
- Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances
- Service Animal Guidance
- Sexual Harassment Poster; Sexual Harassment Brochure; Sexual Harassment Trainer Listing
- Sexual Orientation in Education Guidance
- Students Rights under the Maine Human Rights Act

**FINANCES, FISCAL YEAR 2019:** 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	690,694	509,430			181,264	
HEALTH BENEFITS	220,092	162,116			57,976	
RETIREMENTS	150,463	105,863			44,600	
OTHER FRINGE BENEFITS	20,834	16,996			3,838	
COMPUTER SERVICES	8,916	1,759			7,157	
CONTRACTUAL SERVICES	90,223	21,660	28,900		39,663	
RENTS	840	460			380	
COMMODITIES	22,800	3,005			19,795	
TRANSFER TO OTHER FUNDS	28,630		2,157		26,473	
<b>TOTAL EXPENDITURES</b>	<b>1,233,492</b>	<b>821,289</b>	<b>31,057</b>		<b>381,146</b>	

**MAINE INDIAN TRIBAL-STATE COMMISSION**  
**JAMIE BISSONETTE LEWEY, CHAIR**  
**PAUL THIBEAULT, MANAGING DIRECTOR**

*Central Office* 13 COMMISSARY POINT ROAD, TRECOTT, ME 04652  
*Mail Address* 13 COMMISSARY POINT ROAD, TRECOTT, ME 04652 *FAX*  
*Established* 1980 *Telephone* (207) 733-2222  
*Reference Policy Area* 00 *Umbrella* 94 *Unit* 409 *Citation* T0030 *M.R.S.A., Sect.* 000006212

## INDEPENDENT AGENCIES - OTHER

### **PURPOSE:**

The Maine Indian Tribal-State Commission was created as part of the Maine Implementing Act of 1980 to "continually review the effectiveness of this Act and the social, economic, and legal relationship between the Houlton Band of Maliseet Indians, Passamaquoddy Tribe and the Penobscot Indian Nation and the State." The Commission also has a number of specific mandates, including the promulgation of fishing regulations on certain bodies of water and making recommendations concerning the acquisition of lands to be placed in trust for the Passamaquoddy Tribe and Penobscot Indian Nation.

### **ORGANIZATION:**

The Commission consists of appointees from all parties to the 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 primarily comprised of State and Tribal appropriations. The Commission is authorized by statute to seek funding from any source including grants and gifts. The Commission does from time to time receive grants gifts and miscellaneous income. The Commission is staffed by two employees, including the full-time Managing Director and a part-time Administrative Assistant.

### **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 Peoples. To address these overriding priorities, the Commission conducts ongoing diplomatic efforts, undertakes research into disputed 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:**

Maine Indian Tribal State Commission Annual Report 2015-2016  
The Drafting and Enacting of the Maine Indian Claims Settlement Act, February, 2017  
Roundtable to Review the Maine Indian Claims Settlement Act September 19, 2016  
Maine Indian Tribal-State Commission Annual Report 2014-2015  
Maine Indian Tribal-State Commission Annual Report 2013-2014  
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"

Complete Mailing Address:

**INDEPENDENT AGENCIES - OTHER**

Maine Indian Tribal-State Commission  
 13 Commissary Point Road  
 Trescott, ME 04652

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE INDIAN TRIBAL-STATE 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>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
GRANTS, SUBSIDIES, PENSIONS	111,614	111,614				
<b>TOTAL EXPENDITURES</b>	<b>111,614</b>	<b>111,614</b>				

**MAINE STATE LIBRARY  
 JAMES RITTER, STATE LIBRARIAN**

*Central Office* 230 STATE STREET, AUGUSTA, ME 04333-0064  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX* (207) 287-5615  
*Established* 1937 *Telephone* (207) 287-5600  
*Reference Policy Area* 03 *Umbrella* 94 *Unit* 075 *Citation* T0027 *M.R.S.A., Sect.* 000000001  
*Average Counts-All Positions* 44.000 *Legislative Count* 44.00

**PURPOSE:**

The purpose of the Maine State Library is to provide, broaden and improve access to information in a variety of formats to citizens regardless of location of residency.

**ORGANIZATION:**

The Maine State Library includes Administration, Collections Development, Digital Initiatives and Promotion; Library Development; and Public and Outreach Services, Research and Innovation.

**PROGRAM:**

The Program of the Maine State Library {MSL} is supported by several components. Administration: This program is defined by the role of the State Librarian. As such, the State Librarian has administrative oversight of operations and programs offered by the Maine State Library. These programs include: Collection Development, Digital Initiatives and Promotion; Library Development; and Public and Outreach Services, Research and Innovation. General Fund appropriations support the salary of the State Librarian, and the programs delivered by the Maine State Library. All statutory requirements of the Maine State Librarian are carried out by the state librarian and through the aforementioned operational programs. Such requirements include, but are not limited to: Contents and Exchanges - essentially building a collection and making it available through the lending of materials statewide; ensuring an operation open to the public to conduct research and utilize numerous library resources; overseeing the collection of state agency publications; and using resources to make libraries stronger throughout Maine. The Maine State Library has three primary operating departments: 1) The Collections Development, Digital Initiatives and Promotion Department is responsible for the acquisition and care of over 600,000 books, serial volumes and government documents as well as other special collections belonging to the Maine State Library. The Unit is responsible for activities to digitize collections items and provide online access to those materials. Staff of the Division are also charged with maintaining the library website and social media accounts as well as publicizing programming and library issues to different constituencies. Collections priorities of the Maine State Library are consistent with statutory obligations as defined in MRSA Title 27 §2 as well as the Agency's long-standing goal of serving as the State's premier library on the history, resources and publications of Maine. 2) The Library Development Department is responsible for the administration of federal Library Services and Technology Act {LSTA} programs aimed at facilitating statewide resource sharing and improved

**INDEPENDENT AGENCIES - OTHER**

library services in Maine. The division also oversees state and federal data collection, compilation and dissemination concerning public libraries services. Specific activities of the division can be categorized as; (1) Consulting Services, Professional Development and Continuing Education (2) Infrastructure: Shared Statewide Resources (3) Broadband Access and E-Rate. 3) The Public and Outreach Services, Research & Innovation Department oversees the development and delivery of all direct one to one service. Embracing a philosophy of service that people are at the center of the library's mission to inspire and cultivate learning, advance knowledge and nurture and strengthen communities, this department models best demonstrated service practices through direct library lending {circulation}, reference, outreach (to the underserved) and innovation. Specific activities of the division can be categorized as; (1) Public Services (2) Outreach Services for Underserved and (3) Research and Innovation.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE LIBRARY <b>EXPENDITURES</b>	<b>TOTAL</b>		<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
	<b>FOR ALL FUNDS</b>	<b>GENERAL FUND</b>				
SALARIES & WAGES	1,948,411	1,440,108			508,303	
HEALTH BENEFITS	671,942	493,173			178,769	
RETIREMENTS	488,501	362,524			125,977	
OTHER FRINGE BENEFITS	39,376	28,176			11,200	
COMPUTER SERVICES	141,387	84,698	8,194		48,495	
CONTRACTUAL SERVICES	1,774,055	729,081	413,239		631,735	
RENTS	16,003	5,184	7,452		3,367	
COMMODITIES	111,401	86,430	10,992		13,979	
GRANTS, SUBSIDIES, PENSIONS	416,934	346,343	45,491		25,100	
TRANSFER TO OTHER FUNDS	78,468		17,595		60,873	
<b>TOTAL EXPENDITURES</b>	<b>5,686,478</b>	<b>3,575,717</b>	<b>502,963</b>		<b>1,607,798</b>	

**MAINE LIBRARY COMMISSION  
JAMES RITTER, STATE LIBRARIAN  
JOYCE RUMERY, CHAIRPERSON**

*Central Office* 230 STATE STREET, AUGUSTA, ME 04333-0064  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333-0064 *FAX* (207) 287-5615  
*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 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 four meetings during fiscal year 2019. The Commission has monitored progress on numerous areas of special interest included the following: The Maine Schools and Libraries Network, E-Rate Modernization, the

**INDEPENDENT AGENCIES - OTHER**

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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE LOBSTER MARKETING COLLABORATIVE  
MARIANNE LACROIX, EXECUTIVE DIRECTOR**

*Central Office* 2 UNION STREET #204, PORTLAND, ME 04101  
*Mail Address* 2 UNION STREET #204, PORTLAND, ME 04101 *FAX*  
*Established* 1991 *Telephone* (207) 541-9310  
*Reference Policy Area* 01 *Umbrella* 94 *Unit* 097 *Citation* T0012 *M.R.S.A., Sect.* 000006455

**PURPOSE:**

The Maine Lobster Marketing Collaborative 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 was renamed the Maine Lobster Marketing Collaborative (MLMC) and funded through 2018. After an independent assessment of the program in 2018, the legislature funded the organization through 2021 at the same level. The MLMC 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, the Commissioner of the Department of Marine Resources and the Commissioner of the Department of Economic and Community Development (or the Commissioners' designees).

**PROGRAM:**

The MLMC markets the Maine Lobster brand to consumer and trade audiences around the globe. The objective of the MLMC is to support brand awareness and premium positioning for Maine Lobster in order to maintain interest and demand for Maine Lobster and thereby support the value of the brand for all sectors of the industry.

The MLMC developed a comprehensive marketing strategy to support the promotion of the Maine Lobster brand to consumer and trade customers, primarily in the U.S. with some activity targeting export markets. The MLMC implements the strategy through a variety of marketing tools including public relations, events, social media, digital marketing and advertising.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE LOBSTER MARKETING COLLABORATIVE	TOTAL FOR ALL	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>	<b>FUNDS</b>					
GRANTS, SUBSIDIES, PENSIONS	2,073,986		2,073,986			
<b>TOTAL EXPENDITURES</b>	<b>2,073,986</b>		<b>2,073,986</b>			

INDEPENDENT AGENCIES - OTHER

**MOTOR CARRIER REVIEW BOARD**

**APRIL GOODWIN, CLERK**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04333-0029      TTY ( )-711  
*Mail Address* 29 STATE HOUSE STATION, AUGUSTA, ME 04333-0029      FAX (207) 622-5332  
*Established* 1995      Telephone (207) 624-9063  
*Reference Policy Area* 08    *Umbrella* 94    *Unit* 591    *Citation* T0029A    *M.R.S.A., Sect.* 000000562

**PURPOSE:**

The Motor Carrier Review Board was created by 29-A MRSA §562 to review the records of motor carriers with histories of significant and repeated carrier violations in Maine.

The Board is charged with making recommendations to the Secretary of State for possible suspension of a carrier's privilege to operate commercial vehicles in Maine. To make these determinations, the Board looks at a number of data sources including adjudicated violations, Maine State Police Commercial Vehicle Enforcement Unit data, and the 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 motor carrier reviews. In 2012, the rules were significantly revised to improve the carrier selection and review process. In 2018, the Department of the Secretary of State sponsored LD 1692 to reorganize the Motor Carrier Review Board process. Effective, October 2018, the Bureau of Motor Vehicles started conducting initial carrier reviews based on a scoring system developed by policy. The Bureau takes appropriate enforcement action based on a carrier's safety score. The Motor Carrier Review Board is the appeals board, which hears appeals from any carrier disputing the Bureau's findings and decisions. See PL 2018, c.327.

In fiscal year 2019, the Bureau, in accordance with rules developed and adopted, issued 17 warning letters and eight suspension notices to carriers that exceeded the established threshold limits, due to histories of significant and repeated motor carrier violations in Maine. The Board, in accordance with the newly adopted rules, conducted seven motor carrier hearings which resulted in recommending to the Secretary of State one suspension of a carrier's privilege to operate commercially in Maine.

**ORGANIZATION:**

The Board consists of seven members appointed by the Governor. The members consist of two 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 public member. The Board is staffed by the Bureau of Motor Vehicles, Office of Motor Carrier Services.

**PUBLICATIONS:**

<http://www.maine.gov/sos/bmv/commercial>

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



INDEPENDENT AGENCIES - OTHER

**MAINE MOTOR VEHICLE FRANCHISE BOARD**  
**JOHN MCCURRY, CHAIR**

*Central Office* 101 HOSPITAL STREET, AUGUSTA, ME 04330 *TTY* (207) 624-9105  
*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, distributors and dealers arising under the Motor Vehicle Franchise Law.

**ORGANIZATION:**

The Motor Vehicle Franchise Board was authorized in fiscal year 2002-03. The Board consists of seven regular members and four alternate members who are appointed by the Governor. The seventh member serves as chairperson and is appointed by the Secretary of State.

**PROGRAM:**

The Motor Vehicle Franchise Board hears disputes between motor vehicle manufacturers, distributors and dealers.

**PUBLICATIONS:**

Rules of the Motor Vehicle Franchise Board

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE MUNICIPAL BOND BANK**  
**GREG CONNORS, EXECUTIVE DIRECTOR**

*Central Office* 127 COMMUNITY DRIVE, AUGUSTA, ME 04330-2268  
*Mail Address* PO BOX 2268, AUGUSTA, ME 04330-2268 *FAX* (207) 623-5359  
*Established* 1972 *Telephone* (207) 622-9386  
*Reference Policy Area* 00 *Umbrella* 94 *Unit* 376 *Citation* T0030A *M.R.S.A., Sect.* 000005951

**PURPOSE:**

The Maine Municipal Bond Bank (the Bank) was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

**ORGANIZATION:**

The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Financial Institutions, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank's General Bond Resolution program. The Bank pays all costs of issuance on behalf of local governmental units using the Bank's General Bond Resolution, except for local

INDEPENDENT AGENCIES - OTHER

bond counsel, a prorated 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 November of 2018, bonds were issued in the General Tax-Exempt Resolution totaling \$134,825,000 that assisted 19 governmental units in financing their capital projects. In May of 2019, bonds were issued in the amount of \$127,180,000 that assisted 29 governmental units in financing their capital projects.

**PUBLICATIONS:**

Annual Report

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE MUNICIPAL BOND BANK	TOTAL FOR ALL	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
GRANTS, SUBSIDIES, PENSIONS	41,550,852	69,331	41,481,521			
<b>TOTAL EXPENDITURES</b>	<b>41,550,852</b>	<b>69,331</b>	<b>41,481,521</b>			

## **Maine Municipal Bond Bank 2019**

### **Additional Program Information:**

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 2019 no new loans were processed. The Bond Bank continued to monitor outstanding loans and process loan requisitions as they were received.

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 2019, the Clean Water Program provided 28 loans totaling \$51,971,666 to finance wastewater construction projects. The Drinking Water Program provided 22 loans totaling \$21,780,309 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. To date, the Bank has issued \$291,495,000 in Grant Anticipation Bonds.

In 2008, the Maine Legislature established the Transportation Infrastructure Fund for the purpose of providing financial assistance for the planning, design, acquisition, reconstruction, rehabilitation and other transportation capital improvements in the State of Maine. This Program is jointly administered with the Maine Department of Transportation. Loans are funded through the issuance of tax exempt revenue bonds and are secured by the TransCap Trust Fund, which is administered by the Bank. To date, the Bank has issued \$294,680,000 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. No new QSCB bonds have been issued since October 2013.

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. In fiscal year 2019, the bank continued to monitor and receive revenues so bond payments are made in accordance to the liquor act and agreement.

INDEPENDENT AGENCIES - OTHER

**MAINE STATE MUSEUM**

**BERNARD FISHMAN, MUSEUM DIRECTOR**  
**SHEILA MCDONALD, DEPUTY DIRECTOR**

*Central Office* 230 STATE STREET, AUGUSTA, ME 04330  
*Mail Address* 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 *FAX* (207) 287-6633  
*Established* 1966 *Telephone* (207) 287-2301  
*Reference Policy Area* 03 *Umbrella* 94 *Unit* 073 *Citation* T0027 *M.R.S.A., Sect.* 0000000081  
*Average Counts-All Positions* 19.000 *Legislative Count* 19.00

**PURPOSE:**

The Maine State Museum seeks to share what is meaningful about Maine and its place in the world, in order to inspire people to discover Maine's past, understand its present, and imagine its future. The 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 environmental, cultural, archaeological and geological history. Portions of these collections are publicly exhibited in the Cultural Building, the State House, and the Blaine House.

The Museum staff conducts work in support of collections development and management, exhibit development, publications, and educational programs intended to reach a wide and varied audience.

**ORGANIZATION:**

The Maine State Museum was established by the Maine legislature in 1836, when it opened a geological exhibit in the State House. It is the nation's oldest state museum. Subsequently disestablished and reestablished several times, it became an independent agency of state government with the creation of the Maine State Museum Commission in 1965. It has occupied its present building since 1971 and is New England's only state museum. It is one of seven agencies within the Cultural Affairs Council, an organization that reviews cultural issues of significance, coordinates statewide projects, and has actively pursued funding and program development for Maine's Bicentennial commemoration.

**PROGRAM:**

**EDUCATION/VOLUNTEERS:** In FY19 the Museum hosted 44,597 visitors, an increase of over 5% from the previous year. Of these, 19,693 came for structured educational programs, including 14,892 students. Visitors represented 255 Maine towns, 23 US states, and 7 countries. Museum events drew 6,906 attendees on-site, and the museum reached 368 people through off-site outreach talks. Volunteers in the education division, and for the historical and natural science collections, contributed a total of 4,370 hours of volunteer work, more than the equivalent of two full-time staff positions. Museum staff amounted to 19 full-time equivalent positions. Collaborative programs or activities were conducted with the Maine State Library, the Maine State Archives, the University of Southern Maine, the Maine National Guard, and other organizations. Planning continued for a new education center within the museum, and fund-raising for this project, including a National Endowment for the Humanities Challenge Grant and a special one-time legislative appropriation, reached 85% of the \$700,000 goal. Various prototyping and evaluation projects were undertaken by the Education Division to gauge audience reaction to aspects of Education Center planning and to potential new exhibits. Numerous loans of historical and scientific materials were made to educational and museum institutions in Maine and beyond. **FRIENDS OF THE MAINE STATE MUSEUM:** The Friends of the Maine State Museum continued to host programs and raise new support for the Museum. A new, part-time director of the Friends was hired in early 2019. **COLLECTIONS:** In FY19 the Museum added to its collections approximately 85 acquisition groups, comprising about 350 separate items. Noteworthy examples among them are an engraved scrimshaw whalebone busk, from about 1850, depicting the Portland Observatory; a string of five carved brook trout by artist Lawrence C. Divine, a gift from Donald F. Stone and Marie Cecile Stone; and the 11 paintings of the Maine Labor Mural (2008) by artist Judy

## INDEPENDENT AGENCIES - OTHER

Taylor, transferred from the Maine Department of Labor. The display of the Labor Mural was enhanced with the installation of the Museum's first interactive electronic informational kiosk. In 2019, the Museum achieved national reaccreditation from the American Alliance of Museums. The Museum has been continually accredited since 1974. EXHIBITS: In 2019 the Museum opened Women's Long Road: 100 Years to the Vote, celebrating the centennial of women's suffrage, and in 2018 Maine + Jewish: Two Centuries, its first exhibit on the history of a single cultural community in the State. Several related public programs were presented in collaboration with the State Library and the State Archives. Two other exhibits are currently in research or planning and will open in 2020. OUTREACH: Museum staff served on professional committees, including the Maine Bicentennial Commission, responded to numerous requests for information, and spoke at state and regional conferences, including the Maine Archives and Museums Conference, and the Maine Statehood & Bicentennial Conference at Orono. Museum staff made many public presentations, including at the Holocaust and Human Rights Center of Maine, the Farnsworth Museum of Art, the Maine Historical Society, and at various libraries, historical societies and community organizations. One staff member is an associate editor of the Journal of Paleontology and contributed articles to that publication.

### LICENSES:

Any person, agency or institution desiring to excavate an archaeological site on state-controlled land (including submerged lands beneath the ocean up to three miles off shore, beneath navigable rivers, lakes, and great ponds) shall submit a written application for a permit to the Maine State Museum (approval must also be given by the Maine Historic Preservation Commission and the agency controlling the property).

Any person, agency or institution desiring to use the image, design, or dimensions of any object in the Museum's collection for any purpose shall submit a written application to the Museum's collections manager.

### PUBLICATIONS:

Website address: [www.mainestatemuseum.org](http://www.mainestatemuseum.org)

#### Books:

A Story of Maine in 112 Objects (Maine State Museum and Tilbury House), Bernard Fishman, ed., 2018.

Kosti Ruohamaa: the Photographer Poet (DownEast Books) by Deanna Bonner-Ganter, 2016

Maine Voices from the Civil War (Maine State Museum) by Laureen A. LaBar, 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

The museum has also published handbooks documenting each of these exhibits: Women's Long Road: 100 Years to the Vote (2019); Maine + Jewish: Two Centuries (2018); Over There/Down Home: Mainers in World War I (2017); Beyond Boundaries: The World of the Capote (2016); and Malaga Island, Fragmented Lives (2013).

**INDEPENDENT AGENCIES - OTHER**

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE MUSEUM	<b>TOTAL FOR ALL FUNDS</b>		<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>			
<b>EXPENDITURES</b>						
SALARIES & WAGES	965,952	959,828	6,124			
HEALTH BENEFITS	318,538	316,607	1,931			
RETIREMENTS	240,108	238,640	1,468			
OTHER FRINGE BENEFITS	17,924	17,808	116			
COMPUTER SERVICES	69,621	69,568	53			
CONTRACTUAL SERVICES	220,142	90,783	112,283		17,076	
RENTS	2,101	799	1,302			
COMMODITIES	62,151	33,545	28,606			
TRANSFER TO OTHER FUNDS	47,203		46,790		413	
<b>TOTAL EXPENDITURES</b>	<b>1,943,740</b>	<b>1,727,578</b>	<b>198,673</b>		<b>17,489</b>	

**MAINE STATE MUSEUM COMMISSION  
BERNARD FISHMAN, MUSEUM DIRECTOR  
JON DOYLE, CHAIR**

*Central Office* 230 STATE STREET, AUGUSTA, ME 04333  
*Mail Address* 83 STATE HOUSE STATION, AUGUSTA, ME 04333-0083 *FAX* (207) 287-6633  
*Established* 1966 *Telephone* (207) 287-6607  
*Reference Policy Area* 03 *Umbrella* 94 *Unit* 085 *Citation* T0027 *M.R.S.A., Sect.* 000000082

**PURPOSE:**

The Commission, established in 1965, meets regularly to formulate policies and exercise general supervision of Maine State Museum activities.

**ORGANIZATION:**

The Maine State Museum Commission consists of up to 15 members, as approved by the Governor, serving for once-renewable terms of five years, or until replaced. In fiscal year 2019 the Museum Commission met approximately every other month, with occasional meetings of temporary committees. The Commission was especially engaged in working with the Friends of the Maine State Museum organization on various projects and in assisting with the process to achieve national accreditation.

**PROGRAM:**

See Maine State Museum.

**LICENSES:**

See Maine State Museum.

**FINANCES, FISCAL YEAR 2019:** 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

## INDEPENDENT AGENCIES - OTHER

### **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 reestablish 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 host railroad agreements, a contract with Amtrak, insurance liability and marketing, and coordinates station operations.

### **ORGANIZATION:**

NNEPRA consists of a board of seven (7) directors. The seven 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 five directors who are members of the public, appointed by the Governor and confirmed by the Legislature for five-year staggered terms. The Governor shall name one of the appointed members as chair of NNEPRA.

### **PROGRAM:**

Pursuant to its mandate, NNEPRA is currently providing intercity passenger rail service between Portland and Boston's North Station, and in 2012, service was expanded from Portland, north to Brunswick.

### **PUBLICATIONS:**

Schedules and supporting materials

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **STATE BOARD OF PROPERTY TAX REVIEW DEBRA STITSON, CHAIR**

*Central Office* 19 ELKINS LANE, ELKINS BLDG., AUGUSTA, ME 04330  
*Mail Address* 49 STATE HOUSE STATION, AUGUSTA, ME 04333-0049 *FAX* (207) 287-2865  
*Established* 1986 *Telephone* (207) 287-2864  
*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); 4) Working Waterfront designations (36 MRSA, §1131 et seq.); 5) municipal valuation appeals {36 MRSA, §272).

### **ORGANIZATION:**

The Board is established under 5 MRSA, §12004-B 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.

### **PUBLICATIONS:**

State Board of Property Tax Review - Rules of Procedure



**INDEPENDENT AGENCIES - OTHER**

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

STATE BOARD OF PROPERTY TAX REVIEW	<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	1,350	1,350				
COMPUTER SERVICES	597		597			
CONTRACTUAL SERVICES	119,320	118,993	327			
COMMODITIES	348	343	5			
TRANSFER TO OTHER FUNDS	43		43			
<b>TOTAL EXPENDITURES</b>	<b>121,658</b>	<b>120,686</b>	<b>972</b>			

**MAINE PUBLIC UTILITY FINANCING BANK  
GREG CONNORS, EXECUTIVE DIRECTOR**

*WATS* (800) 821-1113

*Central Office* 127 COMMUNITY DR, AUGUSTA, ME 04330  
*Mail Address* PO BOX 2268, AUGUSTA, ME 04338-2268  
*Established* 1981  
*Reference Policy Area* 07 *Umbrella* 94 *Unit* 401 *Citation* T0035A *M.R.S.A., Sect.* 000002904

*FAX*  
*Telephone* (207) 622-9386

**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 of 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.

**FINANCES, FISCAL YEAR 2019:** 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* 139 CAPITOL STREET, AUGUSTA, ME 04332-0349  
*Mail Address* P.O. BOX 349, AUGUSTA, ME 04332-0349  
*Established* 1942  
*Reference Policy Area* 00 *Umbrella* 94 *Unit* 411 *Citation* T0005

*FAX* (207) 512-3282  
*Telephone* (207) 512-3100  
*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,

## INDEPENDENT AGENCIES - OTHER

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 307 PLDs, and the 9 separate plans for the remaining non-consolidated PLDs that continue to function as districts for their remaining employee-members and retirees. The MainePERS is also responsible for the payment of benefits from the Governor's Retirement Fund and payment of retirement benefits to judges who retired prior to establishment of the Judicial Retirement Program (formerly the Maine Judicial Retirement System) in 1984. In addition to administering these public retirement programs, the MainePERS is responsible for administering the Group Life Insurance Program. This program provides life insurance benefits for both active and retired State employees and public school teachers, for employees of PLDs that elect to offer this coverage to their employees, and for members and retirees of the Legislative and Judicial Retirement Programs.

The System also administers the MaineSTART defined contribution retirement plans that are established under sections 401(a), 403(b), and 457(b) of the Internal Revenue Code. These plans are presently available to employees of those employers in the PLD Consolidated Plan that have adopted one or more of the plans. As of June 30, 2019, there are 7 employers participating in the 401(a) plan with 78 participants, 61 employers participating in the 457(b) plan with 700 participants, and one employer participating in the 403(b) plan with 413 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 independent 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 Investments, Finance, 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, 2019, there are approximately 51,860 active members in MainePERS. Inactive members are

**INDEPENDENT AGENCIES - OTHER**

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, 2019, there are approximately 57,670 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, 2019, a total of 46,445 people were receiving benefits. The total monthly benefits payroll paid for the month of June 30, 2019 was \$83,810,418. While this number fluctuates month to month, as does the number of benefit recipients, fluctuations are relatively small. Thus, the June 30 numbers can be viewed as an approximate monthly average for fiscal year 2019.

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 Employees Retirement System Laws" - free
- "Maine Public Employees Retirement System Rules" - free
- "Maine Public Employees Retirement System Comprehensive Annual Financial Report" - free
- "Maine Public Employees Retirement System Actuarial Valuation 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
- "MainePERS Benefits for Legislative Members" - free
- "MainePERS Benefits for Judicial Members"- free
- "Choosing a Benefit Payment Option When You Retire"- free
- "Qualifying for Disability Retirement" - 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>	<b>297,498</b>	<b>297,498</b>				
GRANTS, SUBSIDIES, PENSIONS	297,498	297,498				
<b>TOTAL EXPENDITURES</b>	<b>297,498</b>	<b>297,498</b>				

**SACO RIVER CORRIDOR COMMISSION  
DALYN HOUSER, EXECUTIVE DIRECTOR**

*Central Office* 81 MAPLE STREET, CORNISH, ME 04020

*Mail Address* P.O. BOX 283, CORNISH, ME 04020-0283

*Established* 1973

*Reference Policy Area* 04 *Umbrella* 94 *Unit* 412 *Citation* T0038

*FAX* (207) 625-7050

*Telephone* (207) 625-8123

*M.R.S.A., Sect.* 000000954

**PURPOSE:**

The purpose of the Saco River Corridor Commission is 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 bordering 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

## INDEPENDENT AGENCIES - OTHER

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 establishing the Saco River Corridor and by regulating the use of the land and water within this area." The Saco River serves as a drinking water reservoir which requires the additional oversight and protection of the Saco River Corridor Commission. Several hundred thousand people rely on this river for their drinking water needs.

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 our region because the water in our rivers serve as a drinking reservoir for Biddeford, Saco and several adjacent communities. As important as this is today, it will be even more critical as a drinking water source well into the future possibly extending far outside of the region. 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 who 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. With available resources, the Commission staff provides assistance to applicants, abutters, code enforcement officers and municipal officials. During this fiscal year, the Commission conducted 4 public hearings, 11 subcommittee meetings and 11 regular meetings. Members considered a total of 95 applications for permits and amendments to permits previously granted within the Corridor. Commission staff traveled 10,246.5 miles in performing site inspections, compliance checks, enforcement of land use law and the ongoing DEP/EPA basinwide approved water quality monitoring program. 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,

**INDEPENDENT AGENCIES - OTHER**

the Commission utilizes the time of many volunteers annually to coordinate a water quality monitoring program at 35 separate sites. Seasonally, over 3,600 individual samples are taken and analyzed by staff and through the expertise of a certified laboratory. The Commission currently participates in the Saco River Watershed Collaborative initially funded by grants from Nestle Waters and Maine Water. The Collaborative, facilitated by the expertise of the University of New England, is a newly forming coalition of stakeholders, environmental groups and interested parties seeking to find innovative, cost effective methods of providing river protection watershed wide. It may also be a way to help leverage important programs either with expertise or funding assistance.

**LICENSES:**

Permits:

Construction of buildings, structures and land uses 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:

(dependent upon 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	109,499	46,960	62,539			
<b>TOTAL EXPENDITURES</b>	<b>109,499</b>	<b>46,960</b>	<b>62,539</b>			

**SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS COUNCIL**

**JAMES RITTER, CHAIRPERSON**

*Central Office* 230 STATE STREET, AUGUSTA, ME 04333  
*Mail Address* 64 STATE HOUSE STATION, AUGUSTA, ME 04333 *FAX*  
*Established* 2011 *Telephone* (207) 287-5600  
*Reference Policy Area* 02 *Umbrella* 94 *Unit* 663 *Citation* T0020A *M.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 education.

**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

## INDEPENDENT AGENCIES - OTHER

representative who teaches in elementary or middle school; a representative who teaches science or mathematics in secondary school, a representative who teaches in a technical school, a representative of public and private education partnerships; a representative of a statewide science, technology; engineering and mathematics collaborative; two representatives from the business sector who employ workers with training in science, technology, engineering or mathematics; a representative employed in an industry related to science; technology, engineering or mathematics; a representative who teaches in an equivalent instruction program that is approved as an alternative to public school as set forth in Title 20-A, section 5001-A, subsection 3; and a representative from the State Board of Education.

There are also five ex officio members: The Commissioner of Education or the Commissioner's designee; the Chancellor of the University of Maine System or the Chancellor's designee; the President of the Maine Community College System or the President's designee; the President of the Maine Maritime Academy or the President's designee; and the Commissioner of Labor or the Commissioner's designee.

### **PROGRAM:**

The Council is actively engaged in fostering communication and collaboration among K-12 education, higher education and business interests in science, technology, engineering, and mathematics, and as such, the Council seeks to understand the pressing policy interests of all constituents to effectively offer advice to policy makers as it relates to STEM career pathways and workforce development.

Further, the Council is focused on a goal derived from the Council's 2016 publication, Maine STEM Education and Workforce Plan 2.0, to "build a stronger environment of communication and collaboration to drive innovation and creative problem solving through a coordinated approach" that leverages constituents and networks already in place.

### **PUBLICATIONS:**

Further information including the Maine STEM Education and Workforce Plan 2.0 are posted at <http://mainstem.org/resources/>.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE TECHNOLOGY INSTITUTE BRIAN WHITNEY, PRESIDENT**

*Central Office* 8 VENTURE AVENUE, BRUNSWICK, ME 04011

*Mail Address* 8 VENTURE AVENUE, BRUNSWICK, ME 04011

*Established* 1999

*Reference Policy Area* 01 *Umbrella* 94 *Unit* 611 *Citation* T0005

*FAX* (207) 582-4772

*Telephone* (207) 582-4790

*M.R.S.A., Sect.* 000015302

### **PURPOSE:**

The Maine Technology Institute (MTI) was established to encourage, promote, stimulate and support research and development activities leading to the commercialization of new products and services in the State's technology-intensive sectors; to enhance the competitive position of those sectors; and, increase the growth of clusters of industrial activity within those sectors, thereby generating new jobs for Maine people. MTI is critical to the State's economic development strategy and a significant driver to the long-term expansion of research and development assets resulting in the creation of new ventures. In FY19, MTI had another banner year, disbursing over \$9.3 million across 191 different projects. Its funding leveraged nearly \$33 million in private sector matching investment.

### **ORGANIZATION:**

MTI leads the development of a strong culture of innovation in the State of Maine

## INDEPENDENT AGENCIES - OTHER

and is well-positioned for continued growth and effectiveness. It is organized as a nonprofit corporation, consistent with the provisions of the Federal Internal Revenue Code. Bylaws were drafted and corporation documents were filed in September, 1999. A Board of Directors consisting of thirteen voting members and two nonvoting 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 exofficio members. The MTI President is a nonvoting director. Seven subsidiary boards, each representing a targeted technology sector, were formed, and function to advise and support the MTI Board. Approximately 120 domain experts comprise the membership of these Tech Boards.

MTI operates from an office located in Brunswick. It also has remote office locations in Portland and Waterville. MTI's staff is composed of a President, a Director of Business Development, a Director of Finance & Administration, three Senior Investment Officers, three Investment Officers, two Lending & Grant Associates, and an Executive Administrator. Its President is employed by the Maine Department of Economic and Community Development. Since 1999, MTI has disbursed over \$270 million across 2,800 distinct projects throughout the State of Maine and that funding has leveraged well over \$1 billion in private sector matching investment.

### **PROGRAM:**

MTI makes direct investments in ventures pursuing promising technologies, providing targeted commercialization assistance to Maine companies and strengthening Maine's technology clusters. It 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. MTI award programs are based on scientific or technical merit, commercial feasibility and economic impact potential to the State.

Funding from MTI signals a critical validation or endorsement of an idea, product or service. The MTI application process requires a disciplined approach demanding that the entrepreneur attempt to define a business model and build a business case for his or her idea, product or service. That validation helps lend credibility and better positions the product or process for success in the marketplace and with investors and traditional lenders.

After implementing its 2017 strategic plan, MTI launched a completely new approach to funding innovation in Maine in FY19. The new approach includes the following changes:

- Improvements to application, review and monitoring processes that create an improved customer experience and efficiencies for innovators and staff.
- Improvements to the reporting and monitoring processes that offer a clear understanding of MTI's investments' geographic distribution, impact and performance.
- A tailored and fluid approach to delivering funding and services to innovators and innovation ecosystem partners.

### **BOND ADMINISTRATION**

From time to time, the Maine Legislature passes research and development bond initiatives that are presented to Maine voters for approval. In most cases, once the bond issues are approved by voters, MTI is asked to administer the funds on behalf of the State of Maine. MTI is currently managing and administering \$68 million in bond-funded research and development infrastructure projects.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**WELLS NATIONAL ESTUARINE RESEARCH RESERVE  
MANAGEMENT AUTHORITY**

**PAUL DEST, EXECUTIVE DIRECTOR**

*Central Office* LAUDHOLM FARM, WELLS, ME 04090

*Mail Address* 342 LAUDHOLM FARM ROAD, WELLS, ME 04090

*Established* 1990

*Reference Policy Area* 04 *Umbrella* 94 *Unit* 335 *Citation* S1989

*FAX*

*Telephone* (207) 646-1555  
*M.R.S.A., Sect.* 000000108

**PURPOSE:**

The Wells National Estuarine Research Reserve was established in 1986 pursuant to Section 315 of the Federal Coastal Zone Management Act of 1972, as amended. The objective of the Act is protection and management of estuarine resources. Wells Reserve addresses this mission through environmental education, research and natural resource stewardship programs. The Wells National Estuarine Research Reserve Management Authority was established in 1990 by Private and Special Law 1989, chapter 108. As an instrumentality of the State, the Authority supports and promotes the interests of Wells Reserve through managing and sustaining the coastal lands and other resources within the reserve; furthering coordination and cooperation among state agencies, the Town of Wells and the U.S. Fish and Wildlife Service, and the Laudholm Trust; developing and implementing programs for research, education, and natural resource stewardship; and providing public access.

**ORGANIZATION:**

The Wells National Estuarine Research Reserve Management Authority was established by the State Legislature in 1990. The Authority is governed by a Board of Directors composed of the Commissioner of the Department of Agriculture, Conservation and Forestry (DACF), 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 and the Director of the Office for Coastal Management, National Oceanic and Atmospheric Administration, or the director's designee.

An Executive 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 Office for Coastal Management/National Ocean Service/National Oceanic and Atmospheric Administration. Laudholm Trust, a nonprofit organization with 1,500 members, provides most of the nonfederal match funds for this federal grant. Other funds come from income earned from programs and admission fees and from private and government grants.

**PROGRAM:**

**OPERATIONS and MANAGEMENT**

Headquarters and visitor center are located at the historic Laudholm Farm. The Reserve is open 365 days a year. Seven miles of interpretive trails are open daily, from 7 a.m. to sunset. The Reserve has a visitor center with exhibits, a gift shop, a library, an auditorium, and a research lab. 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 30,000. The Reserve also has the Alheim Commons, a campus consisting of two buildings that provide 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**



## INDEPENDENT AGENCIES - OTHER

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 a result of land use and human activities; Salt Marsh Restoration-identify/measure damaging effects of tidal restriction.

### EDUCATION

The educational programs of the Wells Reserve are designed to inform the public and coastal management decision-makers about the significance of coastal environments and watersheds. The Education Program has a popular spring and fall guided program for school groups called Exploring Estuaries. The Reserve has several summer programs for children. The Junior Researcher Day Camp allows children ages 9-11 to assist scientists with ongoing research and to learn about the varied habitats of the Reserve. The Reserve also offers one-day exploration sessions introducing children ages 6 to 11 to science and nature. The Education Program also offers the following: guided walks, events, and lectures; internships and 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 in southern Maine towns on coastal habitat restoration, watershed management and land conservation.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - OTHER

**DIRIGO HEALTH**

**KARYNLEE HARRINGTON, EXECUTIVE DIRECTOR**

*Central Office* 151 CAPITOL STREET, AUGUSTA, ME 04333

*Mail Address* 53 STATE HOUSE STATION, AUGUSTA, ME 04333-0053 *FAX* (207) 287-9922

*Established* 2003

*Telephone* (207) 287-9900

*Reference Policy Area* 05 *Umbrella* 95 *Unit* 629 *Citation* T0024A *M.R.S.A., Sect.* 000006902

*Average Counts-All Positions* 2.000

*Legislative Count* 2.00

**PURPOSE:**

The Maine Quality Forum (MQF) was established in 2003 as part of Dirigo Health in Title 24-A Chapter 87 and is responsible for monitoring and improving the quality of health care in the State of Maine. The MQF adopted the Institute for Healthcare Improvement's (IHI) triple aim as its foundation. The goals of the triple aim include: Improving the patient experience of care (including quality and satisfaction); improving the health of populations; and reducing the per capita cost of health care.

**ORGANIZATION:**

Title 24-A Chapter 87, Section 6951 describes the duties of the MQF which include: coordinating the collection of healthcare quality data; reporting comparative healthcare quality and performance data on a publicly accessible website; conducting educational campaigns to help consumers make informed decisions and engage in healthy lifestyles; and several healthcare infection prevention activities including an annual report on the rates of healthcare associated infections in Maine hospitals and co-chairing a Healthcare Associated Infection Collaborating Partners Committee which includes a broad stakeholder group working on preventing healthcare associated infections in Maine.

**PROGRAM:**

The MQF drives a number of initiatives that support its legislative mandate and mission to align with the needs of the public and private sector as it relates to improving healthcare quality in the State of Maine. Examples of several key initiatives include: developing and maintaining an online training tool designed for infection preventionists working in Maine's nursing homes, topics include Healthcare Associated Infections, Bloodborne Pathogens and Biological Hazards. The training can be accessed at: <http://maineinfectionpreventionforum.org>. MQF promotes transparency of health care quality data in collaboration with the Maine Health Data Organization on its health care cost and quality website <http://www.comparemaine.org>. Since the launch of the website in October 2015, there have been over 60,000 visitors. In partnership with the Maine Center for Disease Control and Prevention (CDC), the MQF co-chairs a multi stakeholder Healthcare Associated Infections Collaborating Partners Committee. The Committee has been established with a purpose to assess and analyze the status of healthcare infection prevention and control in the State of Maine and make recommendations on state strategies for the reduction of healthcare associated infections across all healthcare settings.

**PUBLICATIONS:**

MQF's 2019 Annual Report Healthcare Associated Infections in Maine:

[https://mhdo.maine.gov/external\\_reports.htm](https://mhdo.maine.gov/external_reports.htm)

Compare Maine Health Care Cost and Quality website: <https://www.comparemaine.org>

Chapter 270 quality measures:

[https://mhdo.maine.gov/quality\\_data\\_reports.htm](https://mhdo.maine.gov/quality_data_reports.htm)

**INDEPENDENT AGENCIES - OTHER**

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DIRIGO HEALTH	<b>TOTAL FOR ALL</b>		<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>GENERAL FUND</b>				
SALARIES & WAGES	210,572	210,572				
HEALTH BENEFITS	59,411	59,411				
RETIREMENTS	60,666	60,666				
OTHER FRINGE BENEFITS	4,694	4,694				
COMPUTER SERVICES	304,743	304,743				
CONTRACTUAL SERVICES	257,181	257,181				
RENTS	22,588	22,588				
COMMODITIES	63	63				
<b>TOTAL EXPENDITURES</b>	<b>919,918</b>	<b>919,918</b>				

**DOWNEAST INSTITUTE FOR APPLIED MARINE RESEARCH  
AND EDUCATION**

**DR. BRIAN BEAL, DIRECTOR OF RESEARCH**

*Central Office* 39 WILDFLOWER LANE, BEALS, ME 04611-0083

*Mail Address* PO BOX 83, BEALS, ME 04611-0083

*Established* 2003

*Reference Policy Area* 04 *Umbrella* 95 *Unit* 624 *Citation* S2003

*FAX*

*Telephone* (207) 497-5769

*M.R.S.A., Sect.* CHAP 29

**PURPOSE:**

The Downeast Institute for Applied Marine Research and Education (DEI) is a private nonprofit organization whose mission is to improve the quality of life for the people of downeast and coastal Maine through marine research, marine science education, and innovations in wild and cultured fisheries. DEI serves as the Marine Science Field Station of the University of Maine at Machias.

**ORGANIZATION:**

The Institute is overseen by a 16-member volunteer board of directors and employs a full-time Executive Director, three research/production assistants, two hatchery technicians, an education director and scientists who work in the field. Interns 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 Institute is the only softshell clam hatchery in Maine, and the only research facility devoted exclusively to commercially important shellfish. Recent work has focused on efforts involving soft-shell clams, hard clams, razor clams, sea scallops, European oysters, Arctic surfclams, blue mussels and lobsters. Work has occurred at the hatchery, nursery and growout phases of each of these species with results passed along to local shellfish committees and municipal officials, as well as entrepreneurs engaged in shellfish farming.

Current projects include: the production of soft-shell clam seed to increase harvests on coastal flats; testing ways to enhance the production of mussel aquaculture and developing new candidates for aquaculture by individuals or communities, including Arctic surf clams, Atlantic surf clams and razor clams. Basic research funded by the National Science Foundation (NSF) will help us better understand the origins of mussel populations in the Gulf of Maine.

An expansion of our facility completed in 2018 has added significantly to our capacity to spawn and raise juvenile shellfish. It has also added a variety of laboratories, including an ecology lab and business incubator with running seawater, designed to attract more scientists to the easternmost marine research

## INDEPENDENT AGENCIES - OTHER

center in the United States. The construction of a residence hall and conference room also enables us to accommodate longer term students and host a variety of educational events in our facility.

Our education center offers marine science research opportunities for students in grades K-16 and beyond. We conduct marine science summer camps for K-12 youth, and professional development opportunities leading to recertification for K-12 teachers who are interested in enhancing STEM learning in their classrooms. Our education programs focus 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.

The \$12,500 annual allocation by the Maine legislature has provided the matching funds and demonstration of state support that allows the Institute to attract nearly \$1 million in annual funding for operations, research and education programs.

### **PUBLICATIONS:**

Visit the Institute's web site at  
<http://downeastinstitute.org/published-research.htm>

**FINANCES, FISCAL YEAR 2019:** 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	SPECIAL				MISC
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	12,554	12,554				
<b>TOTAL EXPENDITURES</b>	<b>12,554</b>	<b>12,554</b>				

## EFFICIENCY MAINE TRUST

**MICHAEL STODDARD, EXECUTIVE DIRECTOR**  
**GREG LECLAIR, DIRECTOR, FINANCE & ADMIN**

*Central Office* 168 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6856

*Mail Address* 168 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330-6856 *FAX* (207) 213-4153

*Established* 2009

*Telephone* (207) 213-4150

*Reference Policy Area* 07 *Umbrella* 95 *Unit* 648 *Citation* T00035AM.R.S.A., Sect. 00010101

*Average Counts-All Positions* 1.000

*Legislative Count* 1.00

### **PURPOSE:**

The Efficiency Maine Trust was established for the purposes set forth in the Efficiency Maine Trust Act, 35-A MRSA §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 9 members; 7 are appointed by the Governor and 2 are ex officio - the director of the Governor's Energy Office and the director of Maine State Housing Authority. The 7 members who are appointed by the Governor serve staggered 3-year terms. The administrative staff is overseen by the Executive Director who reports to the Board of Trustees.

### **PROGRAM:**

During fiscal year 2018-19 the Efficiency Maine Trust implemented the third year of the programs of the third Triennial Plan. These programs helped Maine

**INDEPENDENT AGENCIES - OTHER**

businesses and homeowners purchase and install high efficiency products and home weatherization to lower their energy bills and reduce peak demand on the transmission and distribution system run by utilities.

**PUBLICATIONS:**

Annual Report FY2018  
 Financial Report with Independent Auditor's report for Period Ending 06/30/18  
 Toll free: 1-866-376-2463

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

EFFICIENCY MAINE TRUST	<b>TOTAL FOR ALL FUNDS</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
EXPENDITURES						
SALARIES & WAGES	84,375		84,375			
HEALTH BENEFITS	29,494		29,494			
RETIREMENTS	24,308		24,308			
OTHER FRINGE BENEFITS	1,633		1,633			
CONTRACTUAL SERVICES	2,074		2,074			
GRANTS, SUBSIDIES, PENSIONS	80,000		80,000			
TRANSFER TO OTHER FUNDS	3,824		3,824			
<b>TOTAL EXPENDITURES</b>	<b>225,708</b>		<b>225,708</b>			

**MAINE HUMANITIES COUNCIL  
 HAYDEN ANDERSON, EXECUTIVE DIRECTOR**

*WATS* (866) 637-3233

*Central Office* 674 BRIGHTON AVENUE, PORTLAND, ME 04102  
*Mail Address* 674 BRIGHTON AVENUE, PORTLAND, ME 04102  
*Established* 2001  
*Reference Policy Area* 03 *Umbrella* 95 *Unit* 621 *Citation* PL1999

*FAX* (207) 773-2416  
*Telephone* (207) 773-5051  
*M.R.S.A., Sect.* CH401 PLL1

**PURPOSE:**

Maine Humanities Council is an independent 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 include teachers (K to 12), low literacy adults, health care providers, public library patrons, students, veterans, incarcerated adults and the general public. The Council is an independent nonprofit organization.

At present the Council's only funding from state government is for the New Century Program. 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:**

The 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 2018 budget (our most recently completed fiscal year) was just under \$1.3 million, derived from federal funding from the NEH, as well as individuals, private foundations, and earned revenue. The 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.

## INDEPENDENT AGENCIES - OTHER

### 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 and Speaking of Me offers libraries a chance to host a foreign policy or current affairs speaker series.

New Books, New Readers is a free facilitated book discussion program for low literacy and English Language Learner (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 Veterans Administration (VA) in Maine and has expanded to more than 25 states nationwide, including 13 VAs. Two additional components of the program focus on special audiences: the Domestic Violence Prevention Initiative serves those who support Mainers affected by domestic violence, and the Hospice Initiative serves those working in a hospice setting.

Our Veterans programming offers facilitated small-group reading and discussion programs directly to veterans and public programs focused on the military experience.

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.

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.

Consider This is a series that sparks provocative conversations about big ideas. The series invites the audience to participate in a facilitated public conversation using art and storytelling as prompts.

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.

Our Literature & Education Program offers a free yearlong series of facilitated reading and discussion sessions for teachers, administrators, and other employees in Maine's school districts to illuminate issues central to educating our students.

We began to collaborate with Maine's Civil Rights Team Project in 2015. This statewide school-based program, run out of the Maine Attorney General's Office, engages students and their advisors in civil rights awareness and action. This program reaches approximately 130 schools and nearly 1,800 students and adult advisors around the State.

### PUBLICATIONS:

The Maine Humanities Council publishes a free newsletter, Join the Conversation, twice per year (Circulation 9,000) and a monthly e-newsletter.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HUMANITIES COUNCIL	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	53,357	53,357				
<b>TOTAL EXPENDITURES</b>	<b>53,357</b>	<b>53,357</b>				

INDEPENDENT AGENCIES - OTHER

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES  
JOHN PELLETIER, EXECUTIVE DIRECTOR**

Central Office 16 BLOSSOM LANE, AUGUSTA, ME 04333  
 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  
 Average Counts-All Positions 11.500 Legislative Count 11.50

**PURPOSE:**

The Maine Commission on Indigent Legal Services is responsible for providing efficient, high-quality representation to Maine citizens who are entitled to counsel at state expense under the United States Constitution or under the Constitution or statutes of Maine.

**ORGANIZATION:**

The Maine Commission on Indigent Legal Services was established through chapter 419 of the Public Laws of 2009, effective June 17, 2009. The Commission assumed the responsibility for providing indigent legal services from the Judicial Branch on July 1, 2010.

**PROGRAM:**

The Commission uses assigned private attorneys and contract counsel to provide representation to criminal defendants, juvenile defendants, parents in child protective cases, and people facing involuntary commitment to a psychiatric hospital who are indigent. The Commission is responsible for establishing minimum experience, training and other qualifications for assigned counsel and contract counsel; establishing standards for the delivery of indigent legal services; providing training and support to assigned and contract counsel; and processing and authorizing payment of assigned counsel vouchers and other indigent case related expenses.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE COMMISSION ON INDIGENT LEGAL SERVICES	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
SALARIES & WAGES	429,508		429,508			
HEALTH BENEFITS	160,908		160,908			
RETIREMENTS	110,907		110,907			
OTHER FRINGE BENEFITS	9,246		9,246			
COMPUTER SERVICES	95,773		95,773			
CONTRACTUAL SERVICES	18,838,020		18,838,020			
RENTS	1,620		1,620			
COMMODITIES	969		969			
GRANTS, SUBSIDIES, PENSIONS	480		480			
TRANSFER TO OTHER FUNDS						
<b>TOTAL EXPENDITURES</b>	19,647,431		19,647,431			

**CENTERS FOR INNOVATION  
CHRISTOPHER V. DAVIS, EXEC. DIR., AQUACULTURE**

Central Office 193 CLARKS COVE ROAD, WALPOLE, ME 04573-0193  
 Mail Address 193 CLARKS COVE ROAD, WALPOLE, ME 04573-0193 FAX  
 Established 1999 Telephone (207) 832-1075  
 Reference Policy Area 01 Umbrella 95 Unit 606 Citation T0005 M.R.S.A., Sect. 000013141

**PURPOSE:**

The purpose of the Centers for Innovation is to generate sustainable employment

## INDEPENDENT AGENCIES - OTHER

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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

CENTERS FOR INNOVATION	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	REVENUE	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS						
TOTAL EXPENDITURES	118,009	118,009				

## 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 Policy Area* 01 *Umbrella* 95 *Unit* 592 *Citation* T0010

*FAX*

*Telephone* (207) 924-3800

*M.R.S.A., Sect.* 000000384

### PURPOSE:

The Maine Venture Fund ("MVF" or "Fund"), the d/b/a name for the Small Enterprise Growth Fund, is the State's venture capital fund. It is a competitive venture capital fund, meaning many business plans are reviewed, but the Fund only invests in those scalable companies that stand out as providing the combination of best expected return on investment and greatest positive impact on the State.

The Fund is a "revolving", "non-lapsing" fund. As money is returned to the Fund through return on its investments, it is invested in other scalable Maine companies with the potential for high growth and public benefit.

### ORGANIZATION:

An eleven-member Board of Directors, the Small Enterprise Growth Board (SEGB), oversee the Fund. Ten of the eleven are appointed by the Governor through the gubernatorial application process. Of those, five must have relevant experience or background in early-stage investing, or in managing high-growth small businesses; three must have experience in the development of technological innovation; one must be involved in commercial lending; and one must be an attorney with experience in securities law. The eleventh seat is an ex officio seat for the Department of Economic and Community Development Commissioner or his/her designee.

Board member functions include determining the Fund's mission and purpose; approving investments to qualifying small businesses; hiring and providing ongoing support and guidance to the Managing Director, as well as reviewing the



## INDEPENDENT AGENCIES - OTHER

performance of that individual; providing ongoing support and guidance to the portfolio companies of the Fund; and working closely with the Managing Director in keeping the Legislature apprised of the Fund's activities and needs.

### **PUBLICATIONS:**

None.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE VACCINE BOARD**

### **KIDSVAX®, LLC , SERVICE AGENT NICOLE PRICE, CEO NORTHEAST REGION**

*Central Office* 125 NORTH STATE ST., CONCORD, NH 03302-1885

*Mail Address* PO BOX 1885, CONCORD, NH 03302-1885

*Established* 2010

*Reference Policy Area* 05 *Umbrella* 95 *Unit* 659 *Citation* T00022

*FAX* (855) 543-7329

*Telephone* (855) 543-7829

*M.R.S.A., Sect.* 00001066-3

### **PURPOSE:**

The Maine Vaccine Board (MVB) was established by the 2nd Regular Session of the 124th Maine Legislature in accordance with Public Law 2009, 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 assessment rate to ensure adequate funding for the purchase of childhood vaccines; (ii) selecting vaccines available without charge to Maine healthcare providers for the benefit of Maine children; and (iii) administering the costs equitably among payers for childhood vaccines provided to Maine residents. The Board began raising funds for the State of Maine in August 2011 and started funding state vaccine purchases in January 2012. In the fiscal year ending 6/30/2019, the Board supplied over \$11.7 million to the State for the purchase of childhood vaccines. Universal Purchase funded by MVB in fiscal year ending 2019 was estimated to have produced significant savings in childhood vaccine costs.

### **ORGANIZATION:**

The Board consists of 9 members: three representatives 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 one non-voting ex officio member, the Commissioner of the Department of Health and Human Services (or the commissioner's designee). The Board or one of its committees met 4 times in fiscal year 2018-19. The Board has engaged an independent Maine licensed public accounting firm to audit its financial statements each year.

### **PUBLICATIONS:**

FYE 6/30/2019 Audited Financial Statements

FYE 6/30/2019 MVB Program Savings Calculation

VaxFacts ME 2018-2019

MVB maintains a website which documents its activities in detail at [www.MEvaccine.org](http://www.MEvaccine.org)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

**ATLANTIC STATES MARINE FISHERIES COMMISSION**

**JAMES GILMORE JR., CHAIR**  
**PATRICK KELIHER, VICE CHAIR**

*Central Office* 32 BLOSSOM LANE, AUGUSTA, ME 04330

*Mail Address* 21 STATE HOUSE STATION, AUGUSTA, ME 04333-0021 *FAX*

*Established* 1942

*Telephone* (207) 624-6550

*Reference Policy Area* 04 *Umbrella* 98 *Unit* 290 *Citation* T0012 *M.R.S.A., Sect.* 000004603

**PURPOSE:**

The purpose of the Commission is to promote the better utilization of the fisheries - marine, shell and anadromous - of the Atlantic seaboard by the development of a joint program for the promotion and protection of such fisheries, and by the prevention of physical waste of the fisheries from any cause.

The Commission provides a forum for discussion and resolution of common problems amongst the 15 Atlantic coast states, and assists the states in developing joint programs. In addition, the Commission participates in the Interstate Fisheries Management Program, whose goal is uniform management and protection of the nation's fisheries resources and viable commercial and recreational fishing industries.

**ORGANIZATION:**

The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic coastal states beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating states are: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by the Presiding Officers of the Legislature, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member states based on the value of their respective commercial and recreational catches.

ASMFC operates through boards and committees comprised of groups of states. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state and the U.S. Fish and Wildlife Service (USFWS) for that purpose.

**PROGRAM:**

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the American Sportfishing Association, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

Contract funds from NMFS and USFWS, as well as Congressional appropriations, are used to reimburse travel expenses for state biologists, law enforcement, managers, and administrators who participate in the various committees that have been established to develop regional management programs for interstate Atlantic coast species. Lobster, shrimp, striped bass, bluefish, Atlantic sturgeon, Atlantic sea herring, winter flounder, American shad and river herring programs are of special concern to Maine.

ASMFC has continued its cooperative agreement with the NMFS to administer the Interjurisdictional Fisheries Management Program. This "Interstate Fisheries

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

Management Program" includes state/federal projects involving Northern Shrimp, Shad, and River Herring, Sciaenid, American Lobster, Atlantic Menhaden, Striped Bass, Atlantic Sturgeon, Bluefish, Summer Flounder, the Cooperative Statistics Program, and related activities such as interstate shellfish transportation and fish/shellfish disease control. The major focus of the Commission's interstate program has expanded to implement P.L. 103-206, the Atlantic Coastal Fisheries Cooperative Management Act. The Act establishes affirmative obligations on the states to implement the Commission's Fishery Management Plans or be subject to a federal moratorium on all fishing for the species at issue within the offending state until that state achieves compliance with the plan.

### **PUBLICATIONS:**

Interstate Fisheries Management Plans for: Northern Shrimp, American Lobster, Atlantic Sturgeon, Striped Bass, Bluefish, Atlantic Croaker, Atlantic Menhaden, Atlantic Sea Herring, Red Drum, Scup, Black Sea Bass, Spanish Mackerel, Spot, Spotted Seatrout, Summer Flounder, Tautog, Weakfish, and Winter Flounder.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION**

### **PATTY CORMIER, 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; coordinate forest fire protection plans; consult and advise on prevention and control of forest fires; provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service. The Compact's mission includes a forest health working team to address forest pest situations which could impact fire response.

### **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 the Director of the Bureau of Forestry or designee (ex officio), a legislator appointed by the Governor, and a citizen appointed by the Governor, both of the latter 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - INTERSTATE COMPACT

**MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY  
BRUCE VAN NOTE, COMMISSIONER**

*Central Office* 24 CHILD STREET, AUGUSTA, ME 04333  
*Mail Address* 16 STATE HOUSE STATION, AUGUSTA, ME 04333-0016 *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 Interstate Bridge Authority (IBA) has responsibility to maintain US Route 1 interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine and Portsmouth, New Hampshire.

**ORGANIZATION:**

The Authority consists of 6 members. Three are appointed by the Governor of the State of Maine, to include the Commissioner of the Department of Transportation of the State of Maine, and three are appointed by the Governor of the State of New Hampshire, to include the Commissioner of the Department of Transportation of the State of New Hampshire, with the advice and consent of the Council. The Authority is empowered to elect a chairman, vice-chairman, treasurer, assistant treasurer and clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a compact entered into by said states which was consented to by the Congress of the United States.

The makeup and mission of the IBA is currently under review

**PROGRAM:**

Throughout the year the Authority's activities have been on hold as the original Sarah Mildred Long Bridge has been closed and the new bridge is under construction.

**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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**NEW ENGLAND BOARD OF HIGHER EDUCATION  
PENDER MAKIN, COMMISSIONER OF EDUCATION**

*Central Office* BURTON CROSS STATE OFFICE BLDG, AUGUSTA, ME 04333-0023  
*Mail Address* 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 *FAX*  
*Established* 1955 *Telephone* (207) 624-6620  
*Reference Policy Area* 02 *Umbrella* 98 *Unit* 081 *Citation* T0020A *M.R.S.A., Sect.* 000011002

**PURPOSE:**

The New England Board of Higher Education is a congressionally authorized regional, nonprofit agency that seeks to encourage cooperation and efficient use of educational resources among the region's six states and 260 public and private colleges and universities. Basic funding comes from the six states, private foundations and New England corporations. The Board seeks to increase New

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

England educational opportunities and services; promote regional coordination and cooperation among New England state governments and public and private institutions of higher education; analyze and publish regional information related to higher education; and sponsor studies and forums on regional public policy.

### **ORGANIZATION:**

Of the eight members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Education. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

### **PROGRAM:**

The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purpose: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education; and to serve as the agent for the Regional Students Program.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipated that the following basic programs will continue to be included among NEBHE's services to the region: Task Force on Minority Student Enrollment and Retention, Commission on Legal Studies and Practice in New England, International Education and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region. Recent initiatives include the New England: Public Policy Collaborative, Excellence Through Diversity Program, Technology Partnership, Telecommunications and Distance Learning Program, and College Ready New England. In addition, they sponsored the NE-SARA program.

The 127th Maine Legislature, through Public Law 2015, c. 72, §3, authorized the State Board of Education to participate in the State Authorization Reciprocity Agreement (SARA) through the NEBHE. Thus, the Maine Department of Education (Maine DOE) by 20-A MRSA §405, sub-§3 (W) is the new portal agency for SARA.

SARA is an agreement among its member states, districts and U.S. territories that establishes comparable national standards for interstate offerings of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions in a state other than the one where they reside. SARA is overseen by a national council and administered by four regional higher education compacts, with the New England Board of Higher Education being the regional entity for the State of Maine.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and Legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee. The Maine Delegation to the New England Board of Higher Education for 2019 is as follows: State Representative Mattie Daughtry; A. Pender Makin, Commissioner, Maine Department of Education; State Senator Rebecca Millett, The Hon. Joan M. Nass; James Page, Chancellor, University of Maine System; Karen Pardue, University of New England and James C. Q. Weggler.

### **PUBLICATIONS:**

Connection: New England's Journal of Higher Education & Economic Development  
New England Regional Student Program Enrollment Report  
New England Regional Student Program Offerings  
New England Higher Education and the Economy: Commission Prospectus Issues Reports

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

Preliminary Report, A Threat to Excellence  
Financing Higher Education: The Public Investment  
Renewing Excellence  
Biomedical Research & Technology: A prognosis for International Economic  
Leadership  
Equity and Pluralism: The Report of the Task Force on Black and Hispanic  
Enrollment and Retention in New England Higher Education  
Law & the Information Society  
New Choices Facing College & University Pension Funds

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## ST. CROIX INTERNATIONAL WATERWAY COMMISSION ELIZABETH HYSLOP, EXECUTIVE DIRECTOR

*Central Office* 43 UNION STREET, CALAIS, ME 04619

*Mail Address* PO BOX 610, CALAIS, ME 04619

*Established* 1987

*Reference Policy Area* 04 *Umbrella* 98 *Unit* 497 *Citation* T0038

*FAX* (207) 952-9153

*Telephone* (207) 952-9067

*M.R.S.A., Sect.* 000000994

### **PURPOSE:**

The St. Croix International Waterway Commission was established by Memorandum of Understanding on November 17, 1986, that described a cooperative program to jointly manage our common heritage. Subsequent legislation in the State of Maine and the Province of New Brunswick, gave formal recognition to the outstanding recreational and natural values of the St. Croix River, including Grand Lake and Spednic Lake. The St. Croix River is noted for its recreational fishery and adjacent lands providing habitat for many species, including species such as the bald eagle. The corridor includes two of the State's largest lakes, a 30 mile / 48 km outstanding river segment, twelve communities, Passamaquoddy and Penobscot First Nations, and the site of the early French settlement in North America.

The Commission's purpose was set out in the Memorandum of Understanding in seven (7) objectives:

- a) Protect and manage natural and recreational resources,
- b) Encourage and maintain a high quality back country recreational and educational experience,
- c) Encourage tourism and resultant economic benefits,
- d) Protect and promote an awareness of human heritage resources, including by Indian and early European,
- e) Ensure coordination in the planning and management of shared resources,
- f) Establish mechanisms and processes to be used to ensure fair representation of all user groups,
- g) Obtain optimal benefits for recreational and educational use of the resources while recognizing the historic and current economic importance of forest resources, including its management and commercial utilization.

Overall, the SCIWC was formed to coordinate the transboundary management of natural resources, recreation and economic development along the 110 mile / 177 KM international St. Croix River corridor. The St. Croix International Waterway: A Heritage - A Future management plan was developed in October 1993 defining the goals, management directions and policies, and was adopted by Maine and New Brunswick in 1994. In 2015, this Management Plan was revisited to ensure its relevance and will be reviewed again in 2020.

### **ORGANIZATION:**

The Commission is an independent, international body with eight members, four (4) appointed in two (2) year terms by the Governor of the State of Maine and four (4) by the Premier of the Province of New Brunswick. From those appointed, a Co-Chair is assigned from each country. State and Provincial liaisons and US and Canadian federal observers also serve on the Commission to support the Commission

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

in an advisory capacity. During the first quarter of 2019 three (3) Commissioner positions opened. The two (2) Canadian Commissioner positions were filled in May, and there is one (1) vacant position in Maine to be filled.

2018-2019 was a time of change and development, as the Commission consulted with a Human Resources professional to assist in recruiting a new Executive Director to replace the Executive Director that resigned in August 2019. A New Executive Director was hired in November 2018. Beginning in January 2019, the focus was to move the administration office from St. Stephen to Calais, which occurred in January 2019; retain a new accountant; increase recruitment efforts in the Washington County Area; and successfully initiate the summer run programs. The transition under the direction of the new Executive Director was strongly supported in this new role by the Board, liaisons, federal observers, stakeholders and staff.

The Commission began 2019 with a full-time Executive Director to manage the financial and operational aspects of the organization, and a Biologist to oversee the scientific data collection, assist in the program reports for 2018, and prepare for the 2019 projects. In April 2019, summer staff were hired and included full-time positions for a Program Coordinator, Program Supervisor, Field Technician, and four (4) Heritage River Recreation Staff.

The Commission will continue to actively engage in activities that reflect its original purpose, including the 5-year review of the 2015-2025 strategic plan, respond to technical and general inquiries, and engage stakeholders and the community. Further information is available on the Commission's website [www.stcroix.org](http://www.stcroix.org), by phone at 207-952-9069 or by emailing [director@stcroix.org](mailto:director@stcroix.org).

### **PROGRAM:**

The Commission programs run April to October, including the Heritage River Recreation Program and scientific data collection; the majority of these activities are funded by solicited grants and contracts.

### **RECREATION**

The Recreation Program represents 48% of our budget and is the longest running and most established program. This program is considered to represent the cumulation of our objectives in protecting, managing and promoting the shared natural and recreational resources, in a fair and equitable manner to help ensure future access to backcountry camping, most at no charge, that supports the regional fishing, guiding and outfitter industries.

Through funding from tState of Maine, Province of New Brunswick and fees, the Commission maintains 102 backcountry facilities (portages, boat launches and campsites) along the St. Croix River, including Spednic Lake and East Grand Lake, in both Maine & NB. It continues to implement a "Leave no Trace" policy for all sites. Maintenance includes cleaning, inspection and repair of campsite facilities on a rotating weekly or biweekly schedule. In 2019, development began of a new website and a new Recreation Map in 2020. Canadian Heritage River Systems contracted the data collection of 45 sites along the St. Croix River to be integrated into an interactive online map.

### **ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT**

The Commission continues to work with several rural revitalization efforts in both Maine and New Brunswick. In addition to our previous collaborations, the Commission has become members in both the St. Croix Valley and St. Stephen Area Chambers of Commerce, and now sit on the Washington County Community College Recreation Tourism Committee and St. Stephen Area Chambers of Commerce board of directors.

In 2019, staffing in Maine increased from a 6-week position to three (3) seasonal full-time positions.

The Commission participated in several community engagement activities. These include attending various events as representatives of the Commission, actively promoting our activities on social media, and presentations made by staff at the 2019 Maine Sustainability & Water Conference in Augusta, International Joint Commission Annual Meeting, and to the St. Stephen-Milltown Rotary Club. The Commission was also recognized for assistance in organizing and participation in the 44th Annual International Homecoming Festival in Calais and St. Stephen.

### **CONSERVATION AND FISHERIES**

The Commission is contracted by various organizations, primarily governmental, to

## INDEPENDENT AGENCIES - INTERSTATE COMPACT

collect scientific data. This included the renewal of the following contracts, each with a final report due by December 31, 2019:

International Joint Commission - International Watershed Initiative and NB Wildlife Trust Fund contracts for fish population monitoring at the Milltown Research Trap, with plans to continue in 2020.

US Fisheries and Wildlife to monitor the river herring passage at the Moosehorn National Wildlife Refuge using Passive Integrated Transportation (PIT) tagging. Environmental Trust Fund, Province of New Brunswick, water quality testing along the St. Croix Watershed.

Summer staff were primarily responsible for the maintenance of the recreational sites, but they were also able to assist the Lead Biologist & Field Technician in the fish count and participated in additional activities at the Moosehorn National Wildlife Refuge such as PIT tagging, songbird banding, and goose roundup and banding.

### **PUBLICATIONS:**

The Commission produced several technical publications on St. Croix water quality, fisheries, recreation and development topics.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

ST. CROIX INTERNATIONAL WATERWAY COMMISSION	<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>
GRANTS, SUBSIDIES, PENSIONS	25,000	25,000				
<b>TOTAL EXPENDITURES</b>	25,000	25,000				

## NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

### LEEANN HANSON, TRAINING COORDINATOR

*Central Office* 584 MAIN STREET, SOUTH PORTLAND, ME 04106

*Mail Address* PO BOX 487, SCARBOROUGH, ME 04074

*Established* 1947

*Reference Policy Area* 04 *Umbrella* 98 *Unit* 428 *Citation* T0038

*FAX* (207) 771-9028

*Telephone* (207) 253-8020

*M.R.S.A., Sect.* 000000532

### **PURPOSE:**

The New England Interstate Water Pollution Control Commission has four broad functions: (1) coordination of interstate water pollution control efforts in the New England states and New York, (2) training of environmental professionals, (3) research, and (4) public education.

### **ORGANIZATION:**

In 1947, the 80th U.S. Congress passed legislation allowing for the formation of interstate water pollution control agencies. The states of Connecticut, Rhode Island, and Massachusetts responded at once by forming the New England Interstate Water Pollution Control Commission (NEIWPCC). Shortly thereafter, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England states) joined NEIWPCC by signing the Commission's new Compact.

### **PROGRAM:**

The Commission's primary task is to coordinate the activities of its member states as they strive for water quality improvement. NEIWPCC encourages personal communication and information exchange while its professional staff provides a variety of services to member states.

Maine benefits directly from NEIWPCC's capabilities through the Commission's management of the Maine Joint Environmental Training Coordinating Committee (JETCC). Located in South Portland, JETCC was established in 1985 as part of the former New England Regional Wastewater Institute. JETCC was created to work in conjunction with the Maine Department of Environmental Protection and Maine Water



**INDEPENDENT AGENCIES - INTERSTATE COMPACT**

Environment 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)
- JETCC NewsBrief (published quarterly)

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION	<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>
GRANTS, SUBSIDIES, PENSIONS	27,950	27,950				
<b>TOTAL EXPENDITURES</b>	<b>27,950</b>	<b>27,950</b>				

**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 wild blueberry industry of the State requested the Legislature to establish an industry tax to generate dedicated revenue to be used for additional research and extension programs relating to the processing and marketing of wild 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 chairperson from among its members and employs an executive director to execute the administrative responsibilities of the wild blueberry tax program.

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 92 million pounds in 2017.

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 trade, food service, frozen retail sales, as well as new distribution channels.

Other recent activities funded by the Commission include a national school food service marketing program, exhibits at trade shows and fairs and participation at the 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

WILD BLUEBERRY COMMISSION OF MAINE	TOTAL FOR ALL FUNDS		GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	FUNDS	FUNDS	FUNDS	FUNDS	FUNDS	FUNDS
EXPENDITURES							
GRANTS, SUBSIDIES, PENSIONS	899,251			899,251			
TOTAL EXPENDITURES	899,251			899,251			

**UNIVERSITY OF MAINE SYSTEM WILD BLUEBERRY ADVISORY COMMITTEE**

**BRUCE HALL, CHAIRPERSON**

Central Office 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784  
 Mail Address 5784 YORK COMPLEX, SUITE 52, ORONO, ME 04469-5784 FAX  
 Established 1945 Telephone (207) 581-1475  
 Reference Policy Area 01 Umbrella 99 Unit 426 Citation T0036 M.R.S.A., Sect. 000004312

**PURPOSE:**

The Wild Blueberry Advisory Committee was established in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for wild blueberry 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 by 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 Wild Blueberry Advisory Committee consists of seven members who serve four years terms. Members of the Advisory Committee may 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED  
 PAM LAHAYE, EXECUTIVE DIRECTOR**

Central Office 56 LEIGHTON RD, AUGUSTA, ME 04330  
 Mail Address 56 LEIGHTON RD, AUGUSTA, ME 04330 FAX (207) 213-6301  
 Established 1994 Telephone (207) 623-5120  
 Reference Policy Area 05 Umbrella 99 Unit 576 Citation T0022 M.R.S.A., Sect. 000003883

**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

**PURPOSE:**

The Maine Children's Trust, Inc. (MCTI) 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 Tax Check-off program, state grants, 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, MCTI 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 Health and Human Services (DHHS) 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 nonprofit 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 MCTI's 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

BOARD OF THE MAINE CHILDREN'S TRUST INCORPORATED	<b>TOTAL FOR ALL</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>HIGHWAY FUND</b>	<b>FEDERAL FUNDS</b>	<b>MISC FUNDS</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
GRANTS, SUBSIDIES, PENSIONS	3,210		3,210			
<b>TOTAL EXPENDITURES</b>	<b>3,210</b>		<b>3,210</b>			

**CIVIL AIR PATROL  
COL JAMES R. JORDAN, WING COMMANDER**

Central Office RM 211, BLDG 8, CAMP KEYES, AUGUSTA, ME 04332-5006  
 Mail Address PO BOX 5006, AUGUSTA, ME 04332-5006 FAX  
 Established 1941 Telephone (207) 626-7830  
 Reference Policy Area 06 Umbrella 99 Unit 238 Citation T0006 M.R.S.A., Sect. 000000301

**PURPOSE:**

The Civil Air Patrol (CAP) provides an organization to aid United States citizens through voluntary contribution of their efforts, services and resources for the maintenance of aerospace education and to assist in meeting local, state and national emergencies, particularly air search and rescue, and disaster relief.

To accomplish the purposes for which it was chartered, the Civil Air Patrol: (1) conducts a nationwide internal and external program of aerospace education, including coordination of workshops conducted at local schools and communities;

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

(2) conducts a comprehensive cadet program, including an International Air Cadet Exchange, special activities, and supervision of cadet encampments; (3) maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search and 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; and, (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 United States Air Force, and is a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters - Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings - one for each state, the District of Columbia, and Puerto Rico. A wing is composed of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

### **PROGRAM:**

One of the primary missions of the 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 Department of Defense 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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

and to our national security.

### **PUBLICATIONS:**

Civil Air Patrol publications and prices are available from the National Headquarters book store.  
Address and phone: CAP National Headquarters, 105 South Hansell Street, Bldg. 714, Maxwell AFB, AL 36112-6332. (877) 227-9142.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **CONNECTME AUTHORITY VACANT , BOARD CHAIR**

*Central Office* 111 SEWALL STREET, 3RD FLOOR, AUGUSTA, ME 04333  
*Mail Address* 59 STATE HOUSE STATION, AUGUSTA, ME 04333-0145 *FAX*  
*Established* 2006 *Telephone* (207) 624-9849  
*Reference Policy Area* 01 *Umbrella* 99 *Unit* 639 *Citation* T0035A *M.R.S.A., Sect.* 000009203

### **PURPOSE:**

The ConnectME Authority began operation in June 2007 with the goal of expanding broadband access in the most rural, unserved areas of the State that have little prospect of service from a traditional or incumbent provider. The Authority is funded with a 0.25% surcharge on in-state retail communications services. The Authority expands the availability of broadband service to residential and small business customers in unserved areas by identifying, developing, and providing funding for broadband investments and municipal planning activities in unserved communities. The Authority provides technical and financial assistance to communities in the State that include unserved areas to identify the need for broadband infrastructure and services and develop and implement plans to meet those needs.

### **ORGANIZATION:**

In 2006, the Legislature created the ConnectME Authority to identify unserved areas of the State; develop proposals for broadband expansion projects, demonstration projects and other initiatives; administer the process for selecting specific broadband projects; and provide funding, resources, and incentives. The Authority board consists of seven members, and staff consists of an Executive Director and an Assistant Director.

### **PROGRAM:**

The goal of the Authority is to facilitate availability of broadband service in Maine and to increase the adoption or take rate of broadband to equal or greater than the national average.

The Authority administers two grant funding programs: Infrastructure and Planning. For the Infrastructure grant program, the Authority requests area-specific proposals for broadband expansion with a suggested grant limit for each project of \$100,000, funding no more than 50% of the total project, while recognizing the need for flexibility for exceptional proposals. The Planning grant program provides funds for broadband planning grants to municipalities, groups of municipalities or nonprofit local or regional community organizations that are providing local or regional programs to develop plans to expand the availability of broadband services.

In the spring of 2019, the ConnectME Authority concluded the 14th round of Infrastructure grant awards, awarding \$642,500 to four projects. The 3rd round of Planning grant awards totaled \$89,275 to four projects. To date, the Authority has funded 150 Infrastructure grant projects with \$12.9 million in grant funds for a total project value of more than \$23 million. The four rounds of Planning grant awards have totaled more than \$636,000.

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PUBLICATIONS:**

ConnectME Authority Annual Report to the Joint Standing Committee on Energy, Utilities and Technology of the Maine Legislature:  
<https://www.maine.gov/connectme/about/annual-reports> (No Charge)

ConnectME Authority State of Maine Broadband Action Plan:  
<https://www.maine.gov/connectme/> (No Charge)

ConnectME Authority 2019-2021 Strategic Plan:  
<https://www.maine.gov/connectme/> (No Charge)

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE DAIRY AND NUTRITION COUNCIL SARAH LITTLEFIELD, EXECUTIVE DIRECTOR**

*Central Office* 333 CONY ROAD, AUGUSTA, ME 04330

*Mail Address* 333 CONY ROAD, AUGUSTA, ME 04330

*Established* 1975

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 016 *Citation* T0007

*FAX* (207) 287-7161

*Telephone* (207) 287-3621

*M.R.S.A., Sect.* 000002998B

### **PURPOSE:**

The Maine Dairy and 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 industry wide dairy marketing plan stresses the nutritional benefits and contributions of dairy products, in accordance with scientific recommendations and in conjunction with dietary guidelines.

### **ORGANIZATION:**

The Council was established in 1949 as the Milk Advisory Committee, later renamed the Maine Dairy Council, and in 1975 became the Maine Dairy and Nutrition Council. In 1996, the Maine Dairy and Nutrition Council became a public instrumentality of the State of Maine. Maine law provides for funding, Council appointments, and Council members' term limits.

The Council is funded under the Dairy Production Stabilization Act of 1983 National Dairy Promotion and Research Order, dairy checkoff assessment paid by Maine dairy farmers to the Maine Dairy Promotion Board and by milk dealers and/or dairy processors. This assessment is incurred by dealers and processors purchasing Maine produced milk, Maine producer dealers selling their own milk and out of state processors and dealers purchasing milk produced outside of the State and sold within the State. First handlers incur the assessment when purchasing Maine produced milk and selling it outside the state.

### **PROGRAM:**

The Maine Dairy and Nutrition Council is an affiliated unit of National Dairy Council®, United Dairy Industry Association, and is one of National Management Inc, 16 state and regional organizations across the country. The Maine Dairy and 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, American Academy of Nutrition and Dietetics, National Medical Association, and the School Nutrition Association.

The nutrition education and physical activities program "Fuel Up To Play 60" is a partnership between National Dairy Council® and the National Football League implemented in Maine schools with students and program advisors, focused on

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

creating healthy school environments by making healthy food choices and stressing the importance of sixty minutes of daily physical activity. Grants and incentives to accomplish Fuel Up To Play 60 goals, based on prescribed criteria, are made available to schools by the Maine Dairy and Nutrition Council and channeled through the GenYOUth Foundation.

Maine Dairy and Nutrition Council has at its disposal nutrition education resources, research reports and findings, and downloadable/printable materials. The Council exhibits at many health professional, school nutrition, and consumer education conferences and community events.

Their website, [www.drinkmainemilk.org](http://www.drinkmainemilk.org), provides links to additional nutrition education materials and resources.

### **PUBLICATIONS:**

Nutrition education materials, posters and brochures.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE DAIRY PROMOTION BOARD SARAH LITTLEFIELD, EXECUTIVE DIRECTOR**

*Central Office* 333 CONY ROAD, 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 16 affiliated state and regional member organizations of United Dairy Industry Association. Maine Dairy Promotion Board is 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 becoming the Maine Dairy Promotion Board. In 1996 the Maine Dairy Promotion Board became a public instrumentality of the State of Maine. Federal and Maine laws provide for funding. The Board is funded under Public Law 98-180, the Dairy Production Stabilization Act of 1983 National Dairy Promotion and Research Order, dairy checkoff assessment. The Dairy Act authorized a national dairy producer funded program for dairy product promotion, research, and nutrition education, to increase human consumption of milk and dairy products. The dairy checkoff assessment is paid by Maine dairy farmers on each hundredweight of milk produced. Maine law also provides for Board appointments and Board members' term limits.

### **PROGRAM:**

The Maine Dairy Promotion Board implements the national Unified Marketing Plan in Maine along with other United Dairy Industry Association state and regional dairy checkoff organizations across the country. The Unified Marketing Plan is a coordinated marketing program designed to communicate, promote and encourage the use of milk and dairy products to all aspects of the general public to strengthen the dairy industry's position in the marketplace. 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.



## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Dairy Optimization is an initiative targeted to increase the consumption of milk and other dairy products with children in Maine and the nation's schools. Nationally, programs in quick-serve restaurants, such as McDonald's, Domino's, Pizza Hut and others have resulted in dramatic increases in the utilization of dairy products. Promotion activities include consumer messaging, conference exhibits, trade shows, dairy industry events, school cafeteria programs and promotions, recipe development, dairy industry posters and education programs such as specific Media Trainings, "Telling Your Story" and the website "Dairy Good". Other promotions supplement media messaging and public and industry relations programs such as National June Dairy Month and Milk2MyPlate. 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. 3-Every Day of Dairy and Undeniably Dairy are consumer education initiatives targeting consumers, dairy processors, dairy manufacturers and retailers. The website [www.dairyfarmingtoday.org](http://www.dairyfarmingtoday.org) provides access to information about dairy farming and related dairy industry information as does [www.dairygood.org](http://www.dairygood.org), [www.dairycheckoff.org](http://www.dairycheckoff.org) and Maine's website [www.drinkmainemilk.org](http://www.drinkmainemilk.org) and Facebook page [DrinkMaineMilk.org](https://www.facebook.com/DrinkMaineMilk.org).

For the benefit of Maine dairy farmers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board can, at the Board's discretion, elect to transfer a portion of the dairy checkoff income to the New England Dairy Promotion Board to help support promotion programs in the other five New England states.

### **PUBLICATIONS:**

Dairy checkoff information and brochures, dairy industry messaging, posters and related materials, crisis information, dairy product recipes and dairy promotion items.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## **MAINE DEVELOPMENT FOUNDATION**

### **MICHAEL GAWTRY, CHAIR YELLOW LIGHT BREEN, PRESIDENT & CEO**

*Central Office* 2 BEECH STREET, SUITE 203, HALLOWELL, ME 04347

*Mail Address* 2 BEECH STREET, SUITE 203, HALLOWELL, ME 04347      *FAX* (207) 622-6346

*Established* 1977

*Telephone* (207) 622-6345

*Reference Policy Area* 01    *Umbrella* 99    *Unit* 399    *Citation* T0010    *M.R.S.A., Sect.* 000000916

### **PURPOSE:**

The Maine Development Foundation (MDF) is a nonprofit economic development corporation created by the Maine Legislature in 1977 to capitalize on the interests, resources, and efforts of the public and private sectors. MDF champions sustainable, long-term growth for Maine. The foundation is a catalyst for new ideas and provides common ground for solving problems and advancing issues.

### **ORGANIZATION:**

Enabling legislation (10 M.R.S.A. Sec. 915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. The Foundation has the power of a private corporation, which allows the Board of Directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage active participation of private business and local development interests, and establish the public/private partnership at the Board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity

**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

in Maine.

The Board of Directors consists of fifteen people: twelve elected by the membership and two appointed by the Governor. Of these twelve, six must come from the public sector members and six 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, fourteen-day training program for CEOs and senior level managers from business, government, education and the nonprofit sector. The program is experiential and helps participants gain new awareness about issues facing Maine's economic future, new skills needed for effective leadership and networks with others throughout the State.

MAINE ECONOMIC GROWTH COUNCIL is a permanent, 19 member council appointed by the Governor, the Speaker of the House and the President of the Senate to establish and maintain a long-range economic development plan for the State and benchmarks to measure progress. The Council is staffed by the Maine Development Foundation. More information on the Council is provided in a separate section of this report. See index for page number.

POLICY LEADERS ACADEMY helps prepare Maine legislators to lead in an increasingly dynamic environment through learning experiences which result in greater 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 15 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 27 communities representing every county in Maine: 10 Main Street Maine communities (Saco, Biddeford, Bath, Rockland, Gardiner, Westbrook, Skowhegan, Augusta, Belfast and Brunswick) and 17 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, which supported employers' efforts to increase the educational attainment levels of their workforce, was sunsetted in 2018 and any continuing activities were merged into the ADULT PROMISE PROGRAM.

**PUBLICATIONS:**

"Measures of Growth," Maine Economic Growth Council  
 Leadership Maine Alumni Directory  
 Various research reports, surveys, and program and economic evaluations

**FINANCES, FISCAL YEAR 2019:** 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				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**DISABILITY RIGHTS MAINE**  
**KIMBERLY A. MOODY, EXEC DIR**

Central Office 160 CAPITOL ST. STE. 4, AUGUSTA, ME 04330  
 Mail Address 160 CAPITOL ST. STE. 4, AUGUSTA, ME 04330  
 Established 1977  
 Reference Policy Area 05 Umbrella 99 Unit 475 Citation T0005

FAX (207) 621-1419  
 Telephone (207) 626-2774  
 M.R.S.A., Sect. 000019501

**PURPOSE:**

To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, Disability Rights Maine (DRM) 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; and 5) telecommunications equipment and training on its use as well as outreach and support to deaf, hard of hearing, late deafened and deaf-blind Maine residents.

**ORGANIZATION:**

DRM is a private nonprofit agency with a governing Board of Directors. DRM is mandated and enabled by both federal and state laws.

**PROGRAM:**

DRM represents individuals with disabilities by providing information and referral, individual representation, legal representation, rights training, telecommunications equipment and systemic advocacy.

**LICENSES:**

N/A

**PUBLICATIONS:**

- \*A Basic Guide to Self-Advocacy
- \*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
- \*Maine's Criminal Responsibility Law: How Does It Affect Me?
- \*Your Rights in Maine's Community Crisis System
- \*Your Rights in Crisis Stabilization Units
- \*How to File a Grievance Against a Community Mental Health Provider

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

DISABILITY RIGHTS MAINE	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				

**ME ED CTR DEAF & HARD OF HEAR & GOV BAXTER SCHOOL  
FOR DEAF**

**OWEN J. LOGUE, EXECUTIVE DIRECTOR  
CATHY MURPHY, DIR OF OPERATIONS/ HR**

*Central Office* MACKWORTH ISLAND, FALMOUTH, ME 04105

*Mail Address* MACKWORTH ISLAND, FALMOUTH, ME 04105

*Established* 1997

*Reference Policy Area* 02 *Umbrella* 99 *Unit* 613 *Citation* T0020A *M.R.S.A., Sect.* 000007401

*FAX* (207) 781-6319

*Telephone* (207) 781-6284

**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 (Portland Public Schools collaborative mainstream program) 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 and hard of hearing students and SES provides early intervention, early childhood programs, and outreach. The vision of MECDHH/GBSD is to provide high quality, state of the art services to children and youth who are Deaf or hard of hearing, their families, and to learning communities throughout the State of Maine.

**ORGANIZATION:**

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 Bureau 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 the Department of Education'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, to better reflect the statewide mission of the organization, the name was changed to the Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf.

**PROGRAM:**

MECDHH/GBSD provides a wide range of services for children ages 0-5 years, school age students, families, and professionals in the State. Comprehensive programming includes the Governor Baxter School for the Deaf Parent Infant and Preschool Programs on Mackworth Island and Kindergarten through 12th grade programs integrated into the following Portland Public Schools: East End Community School, Lyman Moore Middle School, Portland High School and Portland Arts and Technical High School (PATHS). A full special purpose program is offered with all necessary support services. In addition, statewide educational services are offered to students from birth through 12th grade through the outreach programs.

**LICENSES:**

DHHS Childcare License;  
National Association for the Education of the Young Child, Accreditation;  
and  
Child Development Services Program, Approval.

**PUBLICATIONS:**

Odyssey Magazine, Bilingual Bi-modal Preschool Programming

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE GOVERNMENTAL FACILITIES AUTHORITY  
GREG CONNORS, EXECUTIVE DIRECTOR**

*Central Office* 127 COMMUNITY DRIVE, AUGUSTA, ME 04330  
*Mail Address* PO BOX 2268, AUGUSTA, ME 04338-2268  
*Established* 1987  
*Reference Policy Area* 00 *Umbrella* 99 *Unit* 405 *Citation* T0004

*FAX* (207) 623-5359  
*Telephone* (800) 821-1113  
*M.R.S.A., Sect.* 000001602

**PURPOSE:**

The Maine Governmental Facilities Authority was established to assist State Government in financing the construction and equipping of facilities by providing access to the tax exempt bond market.

**ORGANIZATION:**

Established in 1987 as the Maine Court Facilities Authority, the State Legislature created the Maine Governmental Facilities Authority in September, 1997 as its successor. The Authority consists of a five-member Board of Commissioners, including the Treasurer of the State and the Commissioner of the Department of Administrative and Financial Services 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 2019, the Authority issued \$50,510,000 in bonds. \$6,340,000 was related to a data storage project for the Judicial Branch, \$21,165,000 was related to State owned property improvements, and the remaining \$23,005,000 was related to projects for the Department of Corrections.

The Authority 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:**

Annual Report - Audit

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE HISTORICAL SOCIETY  
STEPHEN BROMAGE, EXECUTIVE DIRECTOR**

*Central Office* 489 CONGRESS ST, PORTLAND, ME 04101-3498  
*Mail Address* 489 CONGRESS ST, PORTLAND, ME 04101-3498  
*Established* 1822  
*Reference Policy Area* 03 *Umbrella* 99 *Unit* 176 *Citation* S1822

*FAX* (207) 775-4301  
*Telephone* (207) 774-1822  
*M.R.S.A., Sect.* 000000118

**PURPOSE:**

Incorporated by the State of Maine in 1822, the Maine Historical Society is a

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

charitable, educational, nonprofit 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, the Society collects, cares for, and exhibits historical treasures; facilitates research into family, local, state, and national history; provides education programs that makes history meaningful, accessible and enjoyable; and empowers 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, and the Maine Memory Network, the Society's online digital museum and archive. 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 online museum of our collections networked to other museums and archives across the State. Staff members participate in collaborative efforts throughout Maine and New England including the Maine Archives and Museums Association, the Maine Library Association, Maine Historical Records Advisory Board, New England Archivists, the 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 online 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 MHS Museum Gallery houses temporary interpretive exhibitions from the 28,000 artifacts documenting Maine's material culture. The most recent exhibitions were "Designing Acadia" and World War I and the Maine Experience." Guided tours of the Wadsworth-Longfellow

**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

House were offered May through December. In 2018, more than 25,000 visitors, including more than 3,500 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 the State. Modeled in concept on the Library of Congress' American Memory Site, the Maine Memory Network provides links to digitized historical and cultural primary materials from around the State. Online at [www.MaineMemory.net](http://www.MaineMemory.net), this Web-based, virtual museum and educational resource serves Maine libraries, schools, museums, and every internet-ready home. The Maine Historical Society offers onsite 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 more than 270 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.
- Maine Photography, A History, 1840-2015 (2016)
- A Bibliography of Maine Imprints 1785-1820 (2015)
- Maine in the Civil War: A Bibliographic Guide, 2nd Edition (2014)
- 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 Society, Second Series, 1869-1916
- Collections and Proceedings of the Maine Historical Society, Series One, 1831-1887

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

	MAINE HISTORICAL SOCIETY					
	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	44,864	44,864				
<b>TOTAL EXPENDITURES</b>	<b>44,864</b>	<b>44,864</b>				

**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 Policy Area 05 Umbrella 99 Unit 516 Citation T0022 M.R.S.A., Sect. 000008611

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

### **PURPOSE:**

The Maine Hospice Council exists to ensure increased access to high quality end-of-life and palliative care in Maine. The Council's mission is to promote universal access to quality end-of-life care through innovation, creativity, education, advocacy and collaboration.

### **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 7 members. The organization employs one full-time Executive Director, one part-time Executive Assistant and one part-time subcontracted 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 remains the only statewide organization focused solely on end-of-life care. Two hallmarks 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, the partnership with Togus VA Medical Center started in 2004, the Maine POLST Coalition in 2008 and, most recently, the Palliative Care and Quality of Life Interdisciplinary Advisory Council in 2015. 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 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 Maine Center for Disease Control and Prevention within the Department of Health and Human Services 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. In 2015, the Council was designated by Public Law 2015, chapter 203 as having convening authority for the Palliative Care and Quality of Life Interdisciplinary Advisory Council.

Recognition of the value of the Council's 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 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 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 within the Department of Professional and Financial Regulation and the Muskie School of Public Service.

Technical support remains ongoing for volunteer and Medicare certified hospice programs as well as 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.

### **PUBLICATIONS:**

- "Consumer Protection and End-of-Life Care" - published in partnership with the Attorney General's Office.
- "Hospice/Veterans Partnership of Maine" brochure, in partnership with Maine Veterans Homes and Togus VAMC
- "Maine Hospice Guide"
- "Listen to Me"
- Hospice Resource Bibliography
- Six Session Course, "Pain Management from an IDT Perspective" (video) - \$150
- "Hospice" brochure



**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

- Sounds of Comfort CD, "Born Again"- \$17.88
- POLST in Maine" DVD
- "On Life and Living: the Hospice Experience" DVD
- POLST "Train the Trainer" Manual

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE HOSPICE COUNCIL	<b>TOTAL</b>					
	<b>FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
GRANTS, SUBSIDIES, PENSIONS	63,506	63,506				
<b>TOTAL EXPENDITURES</b>	<b>63,506</b>	<b>63,506</b>				

**MAINE STATE HOUSING AUTHORITY**  
**DANIEL BRENNAN, DIRECTOR**

*WATS* (800) 452-4668

*Central Office* 353 WATER STREET, AUGUSTA, ME 04330-4633

*Mail Address* 353 WATER STREET, AUGUSTA, ME 04330-4633

*FAX* (207) 626-4678

*Established* 1969

*Telephone* (207) 626-4600

*Reference Policy Area* 01 *Umbrella* 99 *Unit* 346 *Citation* T0030A *M.R.S.A., Sect.* 000004722

**PURPOSE:**

MaineHousing (the Maine State Housing Authority) was 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 in obtaining and maintaining quality, 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. MaineHousing's programs, on an annual basis, benefit more than 90,000 Maine households - about one of every six households in the State.

**ORGANIZATION:**

The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." It functions as an administratively independent authority and receives no General Fund appropriations from the Legislature for its operations.

MaineHousing is governed by a board of 10 commissioners, 8 of whom must be appointed by the Governor and confirmed by the Legislature upon the recommendation of the Labor and Housing Committee. The Director of MaineHousing, who is appointed by the Governor and confirmed by the Legislature, serves as an exofficio nonvoting commissioner. The State Treasurer serves as an exofficio 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.

MaineHousing is both Maine's finance agency and a public housing authority for those parts of the State without one.

**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

**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

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: grants to abate arsenic contaminated well water; low or no cost loans to 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.

**ASSET MANAGEMENT:** MaineHousing oversees the operation of the thousands of rental units that MaineHousing financed or that MaineHousing manages via federal programs, including ensuring the units meet fiscal and safety standards.

**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 Home Energy Assistance Program (HEAP), and 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 administers funding 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 2018, MaineHousing had combined assets of \$1,390,000,000 and net assets of \$343,000,000. 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)

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE STATE HOUSING AUTHORITY	TOTAL FOR ALL FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
<b>EXPENDITURES</b>						
GRANTS, SUBSIDIES, PENSIONS	26,134,241	2,550,000	23,584,241			
<b>TOTAL EXPENDITURES</b>	<b>26,134,241</b>	<b>2,550,000</b>	<b>23,584,241</b>			

**MAINE INSURANCE GUARANTY ASSOCIATION  
BARBARA P. LAW, 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

*Reference Policy Area* 07 *Umbrella* 99 *Unit* 353 *Citation* T0024A

*FAX* (617) 305-0001

*Telephone* (617) 227-7020

*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

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

belong. The purpose of the Guaranty Association is to pay covered claims of insolvent property and casualty insurance companies that conducted business in Maine.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

### **MAINE INTERNATIONAL TRADE CENTER WADE MERRITT, PRESIDENT**

*Central Office* 2 PORTLAND FISH PIER, STE 204, PORTLAND, ME 04101  
*Mail Address* 2 PORTLAND FISH PIER, STE 204, PORTLAND, ME 04101 *FAX* (207) 541-7420  
*Established* 1996 *Telephone* (207) 541-7400  
*Reference Policy Area* 01 *Umbrella* 99 *Unit* 587 *Citation* T0010 *M.R.S.A., Sect.* 000000945

#### **PURPOSE:**

The Maine International Trade Center (MITC) was established to enhance the competitive advantage of state businesses in the international markets. The purpose of MITC, 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. MITC also promotes the State of Maine as an education and investment destination to overseas audiences.

#### **ORGANIZATION:**

The Maine International Trade Center (MITC) was created by the State legislature in 1996 to expand Maine's economy through increased international trade in goods and services. MITC is a public-private partnership funded through the Maine Department of Economic and Community Development (DECD), membership dues of over 300 companies and business organizations, as well as corporate sponsor contributions. MITC members are in all 16 counties throughout Maine and range from sole proprietors to major employers (81% with less than 100 employees; 68% with less than 25 employees). The 12-person office provides critical services to Maine's small and medium sized businesses, including customized counseling and trade-specific training to help businesses identify and take advantage of opportunities in the global marketplace. Last year MITC assisted 312 companies across Maine. The budget request includes funding for the State Director and Maine North Atlantic Development Office (MENADO) Director, as well as pass-through grant funding in support of its operations. The powers and duties of the Maine International Trade Center are detailed in 10 M.R.S.A. chapter 107-B.

#### **PROGRAM:**

Reporting directly to the Commissioner and through its strategic partners (Maine DECD; Maine Department of Agriculture, Conservation and Forestry (MACF); US Department of Commerce; Maine Technology Institute; Maine Manufacturing Extension Partnership; Maine Small Business Development Centers; U.S. Small Business Administration; Finance Authority of Maine; Manufacturers Association of Maine; Food Export USA), Maine International Trade Center (MITC) coordinates the following:

**International Trade Missions/Shows:** MITC organizes trade missions to targeted markets and top industry trade shows to help Maine companies meet one-on-one with prospective overseas clients and partners.

**Educational Seminars and Resources:** MITC hosts a three-tiered trade education series to provide practical skills training and valuable takeaways to help businesses at various levels of international experience succeed in global markets, as well as a 24/7 online web portal of resources including reports and videos.

**Focused Initiatives:** Invest in Maine, an initiative of MITC and Maine DECD

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

established to promote job creation and growth through investment, introduces the State as a potential location to companies looking to expand or enter the US market. (DECD's investment leveraged over \$800,000 in federal funding through 2017.) Nearly 2,500 international students contribute an estimated \$90 million to Maine's economy annually. StudyMaine, a consortium of 22 high schools, colleges, and universities, promotes the State as a top education destination in the US, encouraging lasting ties through alumni and parent relationships. StudyMaine is an extension of MITC's export development work, with crossover to investment attraction. The Maine North Atlantic Development Office (MENADO) was formed in 2013 to increase trade, investment, and collaborative activity between the State of Maine and markets of the North Atlantic and engagement in Arctic affairs. MENADO develops strategic relationships throughout the region to ensure Maine's place in the global conversation about the Arctic and empowers businesses in the state to leverage sustainable development opportunities. In partnership with Maine DECD and the Office of Economic Adjustment (OEA) at the US Department of Defense (DOD), Defense Industry Maine (DIME) was established to help Maine companies diversify both within and outside of the defense industry.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## MAINE MILITARY AUTHORITY

**MG DOUGLAS A. FARNHAM, COMMISSIONER/ADJ GENERAL**  
**BG SCOTT A. YOUNG, DEPUTY COMMISSIONER**

*Central Office* CAMP CHAMBERLAIN, AUGUSTA, ME 04333

*Mail Address* 63 STATE HOUSE STATION, AUGUSTA, ME 04333

*FAX* (207) 287-3019

*Established* 2001

*Telephone* (207) 287-3018

*Reference Policy Area* 06 *Umbrella* 99 *Unit* 620 *Citation* T0037B *M.R.S.A., Sect.* 000000391

### **PURPOSE:**

The Maine Military Authority was established by law in the Second Session of the 120th Legislature as a body corporate and politic and a public instrumentality of the State. The Authority exists to operate the Maine Readiness Sustainment Maintenance Center 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 ceased operations in fiscal 2018-19 and maintains only one employee at its office in Limestone to oversee the discontinuance of operations. The Executive Director is appointed by the Governor.

### **PROGRAM:**

Initially the program was incepted to provide maintenance and repair services to National Guard vehicles and funded through a Cooperative Agreement with the National Guard Bureau. The Cooperative Agreement terminated September 30, 2015, due to defense spending cuts. The program is currently in process of ceasing operations.

**FINANCES, FISCAL YEAR 2019:** 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**

**JEFFREY 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 Revised Statutes, Title 5, section 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 bylaws 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 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, 130 businesses or organizations call Brunswick Landing home, including satellite campuses of the Southern Maine Community College and University College at Bath/Brunswick. Collectively, these organizations employ over 1,900 individuals.

**LICENSES:**

None

**PUBLICATIONS:**

MRRA Strategic Business Plan (2016)

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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## COMBAT SPORTS AUTHORITY OF MAINE

**HAL PIERCE, CHAIRMAN**  
**JON PINETTE, TREASURER**

*Central Office* , ,

*Mail Address* PO BOX 10525, PORTLAND, ME 04104

*FAX* (207) 482-0965

*Established* 2009

*Telephone* (207) 712-6615

*Reference Policy Area 07 Umbrella 99 Unit 650 Citation T00008 M.R.S.A., Sect. 00000522*

**PURPOSE:**

The Authority is established to regulate and promote mixed martial arts and professional boxing competitions, exhibitions and events in the State as set forth in Title 8, Chapter 20, sections 521 through 532. A mixed martial arts competition or professional boxing 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. There are two open positions.

**PROGRAM:**

The CSAM has spent 2019 promoting and regulating 5 Mixed Martial Arts events and 3 boxing 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 verifies that all proper medical clearances have been received, blood work done and an eye exam performed. CSAM monitors weigh-ins to make sure fighters make weight, and on fight day instruct inspectors overseeing the taping of hands, prefight medicals, ticket counting, the escorting of fighters to post fight exams, and general enforcement of Maine rules regarding MMA and Professional Boxing. CSAM holds monthly board meetings to 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. All of this money will be used for administrative costs, legal fees, supplies and rule making for the Authority.

**LICENSES:**

The Authority reviews and grants licenses to all fighters, promoters, referees, corners, timekeepers and judges who are involved with any mixed martial arts or professional boxing competition, exhibition or event in the State of Maine pursuant to the rules established by the Authority. Roughly 400 licenses are issued annually.

**PUBLICATIONS:**

There was one general publication this fiscal year for modified Professional Boxing and Mixed Martial Arts rules. CSAM will produce an Annual Report; Codified Rules; Bylaws and a Business Plan.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**PINE TREE LEGAL ASSISTANCE**  
**NAN HEALD, EXECUTIVE DIRECTOR**

*Central Office* 88 FEDERAL STREET, PORTLAND, ME 04101

*Mail Address* PO BOX 547, PORTLAND, ME 04112

*Established* 1983

*Reference Policy Area* 06 *Umbrella* 99 *Unit* 479 *Citation* PL1983 *M.R.S.A., Sect. C. 477*

*FAX* (207) 828-2300

*Telephone* (207) 774-4753

**PURPOSE:**

Founded in 1966, 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:**

Pine Tree Legal Assistance, Inc. is governed by a 24-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 Legal 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).

Pine Tree Legal is a Better Business Bureau accredited charity that has strict financial accountability measures. Pine Tree Legal receives consistently "clean" annual audits and has a Platinum Star rating from GuideStar for transparency and accountability. Program management/fundraising expenses make up less than 17% of Pine Tree Legal's total operating budget.

**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 agencies, the State of Maine, United Ways, the Maine Justice Foundation's IOLTA (Interest on Lawyers' Trust Accounts) Program, private foundations, and charitable contributions. Pine Tree Legal provides free civil legal aid to low-income Maine residents, primarily to Mainers with household incomes at or below 125% of the federal poverty guidelines after certain deductions. Pine Tree Legal has received an annual state appropriation since 1983.

Pine Tree Legal provides direct legal services to eligible clients throughout the State. In fiscal year 2019 (July 1, 2018 - June 30, 2019), its area offices and special units served 19,435 Mainers who were affected by civil legal matters. Its programs handled a total of 7,762 legal cases during fiscal year 2019. Of the 6,671 cases resolved during that time, 44% received full legal representation before a Court or in an administrative hearing; while 56% received legal assessment and advice, printed informational materials, assistance with forms and letters, referral to another source of help, and/or brief service.

Because staffing and other resource limitations prevent Pine Tree Legal from representing all eligible clients with legal needs, the programs accept cases based on a case acceptance priority plan. Of all cases handled by Pine Tree Legal's local service offices in fiscal year 2019, 55% were housing related; 17% were family law matters; 10% were consumer issues; 5% income/benefits related; and the remaining 13% were in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas.

**PUBLICATIONS:**

Pine Tree Legal 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 via Pine Tree Legal's webpage at [ptla.org](http://ptla.org); or at our more specialized webpages: [kidslegal.org](http://kidslegal.org), [statesidelegal.org](http://statesidelegal.org), and [helpmelaw.org](http://helpmelaw.org). The [statesidelegal.org](http://statesidelegal.org) webpage offers

**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

legal information and resources specific to veterans and military members. In fiscal year 2019, over 2 million unique visitors accessed information on Pine Tree Legal's three primary websites.

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

PINE TREE LEGAL ASSISTANCE	<b>TOTAL FOR</b>		<b>SPECIAL</b>			
	<b>ALL</b>	<b>GENERAL</b>	<b>REVENUE</b>	<b>HIGHWAY</b>	<b>FEDERAL</b>	<b>MISC</b>
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUND</b>	<b>FUNDS</b>	<b>FUNDS</b>
GRANTS, SUBSIDIES, PENSIONS	500,000	500,000				
<b>TOTAL EXPENDITURES</b>	500,000	500,000				

**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 Policy Area* 01 *Umbrella* 99 *Unit* 330 *Citation* T0036

*FAX* (207) 764-4148  
*Telephone* (207) 769-5061  
*M.R.S.A., Sect.* 000004603

**PURPOSE:**

The Maine Potato Board was established as a public instrumentality of the State to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

**ORGANIZATION:**

The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president, vice-president, treasurer and secretary from its members, and appoints an Executive Director and Director of Development/Grower Relations to administer programs and policies established by the Board.

**PROGRAM:**

Potato tax revenue for the twelve-month period ending June 30, 2019 was \$773,505. Maine growers harvested 48,500 acres, producing 15.3 million hundredweight of potatoes. The planted acreage was composed of 67% processing varieties, 13% table stock varieties and 20% seed varieties. Approximately 9,363 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 2018-2019 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)  
 Spuddy coloring books (free)



**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

**FINANCES, FISCAL YEAR 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE POTATO BOARD	TOTAL		SPECIAL	HIGHWAY	FEDERAL	MISC
	FOR	GENERAL				
EXPENDITURES	ALL	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	1,175,950	160,902	1,015,048			
<b>TOTAL EXPENDITURES</b>	<b>1,175,950</b>	<b>160,902</b>	<b>1,015,048</b>			

**SEED POTATO BOARD**

**DONALD E. FLANNERY, EXECUTIVE DIRECTOR**  
**JEANNIE M. TAPLEY, OFFICE MANAGER**

*Central Office* 744 MAIN STREET ROOM 1, PRESQUE ISLE, ME 04769  
*Mail Address* 744 MAIN STREET ROOM 1, PRESQUE ISLE, ME 04769 *FAX* (207) 764-4148  
*Established* 2009 *Telephone* (207) 769-5061  
*Reference Policy Area* 01 *Umbrella* 99 *Unit* 657 *Citation* T00007 *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 approximately 30 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 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE PUBLIC BROADCASTING CORPORATION**  
**MARK VOGELZANG, PRESIDENT & CEO**

WATS (800) 884-1717

Central Office 1450 LISBON STREET, LEWISTON, ME 04240

Mail Address 1450 LISBON STREET, LEWISTON, ME 04240

Established 1992

Reference Policy Area 03 Umbrella 99 Unit 561 Citation P1991

FAX (207) 783-5193

Telephone (207) 783-9101

M.R.S.A., Sect. CH 848

**PURPOSE:**

Maine Public 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 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. Maine Public 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 is an independently owned and operated nonprofit organization.

Maine Public 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 just over 100 full-time and part-time people.

Maine Public is governed by a volunteer Board of Trustees which include the President of Maine Public, 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.

Maine Public has a volunteer community advisory board (CAB) with Membership reflecting the diversity of the State and Maine Public's audiences. The purpose of the CAB is to advise the Board of Trustees and Maine Public staff as to whether the programming and other policies of Maine Public 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.

Maine Public's revenues come from the voluntary contributions from just under 50,000 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:**

Maine Public is the only statewide Public Media service providing local and national content on television, the radio and online to Maine residents, free of charge. Maine Public 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. This is reflected in statewide reporting with dedicated reporters covering educational issues, our state government, and environmental and health care challenges facing Maine. Maine Public undertook a statewide listening tour in 2019 called the Tell Me More Tour that was designed to have Maine Public's news team hear what news stories Maine Public should be covering in each region of Maine and also how Maine Public could more fully serve communities across Maine. The results of that tour will help direct and focus our reporting in 2020 and beyond.

Maine Public provides four free television signals across Maine including our

**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

primary channel, CREATE, THE WORLD and the 24/7 PBS KIDS CHANNEL. This children's programming channel in particular provides children and parents/caregivers across Maine with an educationally inspired viewing option.

Maine Public has enhanced its radio offerings with adding more content and news to its primary radio channel, Maine Public Radio, and continues to build out and grow a new radio service called Maine Public Classical that provides classical music, jazz and opera across the State through a number of delivery channels. Maine Public Classical is now accessible over seven radio signals covering large swaths of the State.

Maine Public Television productions include High School Quiz Show Maine, Maine Public Community Films, coverage of the Maine Principals' Association Invitational High School Basketball State Finals, the annual broadcast of the Governor's State of the State Address, and deep coverage of events and developments in Maine's State Capital. Maine Public Television has also dedicated resources to providing Maine-focused visual exposés in a series called Assignment Maine. Maine Public plans on celebrating Maine's bicentennial with a visual series throughout 2020 interviewing people across Maine on what they love and value about the State.

Maine Public Radio carries significant international, national and local programming. Maine Public's own Morning Edition and All Things Considered programs include content each day that explores Maine topics and issues with depth and substance. Maine Public's afternoon call in show, Maine Calling, covers a wide spectrum of topics relevant to Maine listeners. Maine Public's program Speaking in Maine features the content of some of the most interesting and relevant forums taking place across Maine.

Maine Public's web-based services at mainepublic.org draw visitors from around the world and the free Maine Public App allows for greater and more convenient access to Maine Public's online, radio, and television content.

**PUBLICATIONS:**

Each month Maine Public publishes Experience, a radio and television program guide that doubles as a Maine Public magazine. It is distributed to some 19,000 members and is available at all of Maine Public's offices. Maine Public also distributes electronic email updates to the State and to core groups. Additionally, Maine Public issues Audited Financial Statements, 990 Tax returns, and a Strategic Plan, all of which can be found online at mainepublic.org. Any member of the general public can also request either verbally or in writing a copy of these documents.

**PUBLIC OUTREACH:**

Maine Public 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. Maine Public 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 statewide free public screenings of Maine Public programs, a presence at fairs and festivals, and access to Maine Public-produced events including debates and cultural performances, and an active social media presence. Maine Public partners with nonprofits across the state to help promote their events and help drive the success of their efforts.

Maine Public 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 2019:** The expenditure information for this unit was generated from the Budget and Financial Management System (BFMS).

MAINE PUBLIC BROADCASTING CORPORATION	TOTAL FOR ALL		GENERAL REVENUE FUNDS	HIGHWAY FUND	FEDERAL FUNDS	MISC FUNDS
	FUNDS	FUND				
<b>EXPENDITURES</b>	<b>FUNDS</b>	<b>FUND</b>				
GRANTS, SUBSIDIES, PENSIONS	1,500,000	1,500,000				
<b>TOTAL EXPENDITURES</b>	<b>1,500,000</b>	<b>1,500,000</b>				

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**GREATER PORTLAND PUBLIC DEVELOPMENT COMMISSION**  
**CLAUDE V. MORGAN, 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* S2009

*FAX* (207) 775-7935  
*Telephone* (207) 775-7271  
*M.R.S.A., Sect.* 000000023

**PURPOSE:**

The Greater Portland Public Development Commission has the power, within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough, to administer loans and grants to businesses and nonprofits for purposes of stimulating economic growth and revitalization efforts and fostering coordination between economic development entities within the confines of Portland, South Portland, Westbrook, Falmouth, Cape Elizabeth and Scarborough and to accept gifts thereof in trust, or otherwise.

**ORGANIZATION:**

The Commission was created by Special Act of the Legislature which provides for management by five Commissioners appointed by the Governor upon consultation with the City Councils of Portland and South Portland. In July 2017 the Commission was dissolved.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**MAINE RURAL DEVELOPMENT AUTHORITY**  
**DEBORAH JOHNSON, CHAIRMAN**  
**MICHELLE MACKENZIE, CLERK, FAME**

*Central Office* C/O FAME, 5 COMMUNITY DR., AUGUSTA, ME 04332-0949  
*Mail Address* PO BOX 949, AUGUSTA, ME 04332-0949  
*Established* 2002  
*Reference Policy Area* 01 *Umbrella* 99 *Unit* 626 *Citation* T0005

*FAX* (207) 623-0095  
*Telephone* (800) 228-3734  
*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 (FAME) and the Commissioner of the Department of Economic and Community Development serve as exofficio voting members. The commissioner is chair of the Board. Bylaws were adopted in the fall of 2002. MRDA contracts with FAME for staff and project support.

**PROGRAM:**

MRDA meets its purpose through three specific programs: the Speculative

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

Industrial Building Program, the Commercial Facilities Development Program, and the Rural Manufacturing and Industrial Site Redevelopment Program. The programs are governed by statute and by rules adopted by the MRDA. In the programs, MRDA acts as a stimulus to private and public investment in these facilities to create more job opportunities in Maine communities.

The Speculative Industrial Facilities Program (Chapter 99-626-01) provides loans to communities to develop commercial or industrial facilities on a speculative basis. This program was developed in 1973, and was housed in the State Development Office, and later the Department of Economic and Community Development before being transferred to the MRDA.

The Commercial Facilities Development Program (Chapter 99-626-02) allows the Authority to serve as the principal, partner, lender or investor to initiate the redevelopment of existing facilities that are suitable for commercial or industrial use for subsequent sale or lease. This program requires at least a 25% match per project, which the MRDA can waive in cases of severe economic distress.

The Rural Manufacturing and Industrial Site Redevelopment Program (Chapter 99-626-03) is intended to provide grants for technical assistance, planning or implementation related to the rehabilitation, revitalization and marketing of manufacturing and industrial sites in rural communities.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

## BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

**JEAN GINN MARVIN, CHAIR**

*Central Office* 323 STATE STREET, AUGUSTA, ME 04330

*Mail Address* 323 STATE STREET, AUGUSTA, ME 04330

*Established* 1986

*Reference Policy Area* 02 *Umbrella* 99 *Unit* 480 *Citation* T0020A *M.R.S.A., Sect.* 000012702

*FAX* (207) 629-4048

*Telephone* (207) 629-4000

### **PURPOSE:**

The Board of Trustees of what is now the Maine Community College System was established in 1986 by Public Law, chapter 695, to be the policy making authority of the System, to develop and adopt policies for the operation of the System, establish the administrative council, and approve programs and policies recommended by the System president and the administrative council; to prepare and adopt a biennial line-category, operating budget; and to develop and adopt personnel policies and procedures.

### **ORGANIZATION:**

The Board of Trustees of the Maine Community College System consists of 15 members. Twelve are from the fields of business, industry, labor, education, and the general public, and one is a student from one of the community colleges. The Commissioner of Education and the Commissioner of Labor serve ex officio. 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.

**INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT**

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 occupational and liberal arts transfer programs to the people of Maine. 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-à-vis State government is similar to that of the Maine Maritime Academy and the University of Maine System.

Maine law defines the basic mission of the Maine Community College System in the following terms: "To provide associate degree, diploma, and certificate programs directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of MCCS as follows: "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and promote local, regional, and statewide economic development."

The first institute was established after World War II to provide vocational and technical training to returning veterans. The seventh and most recent college, York County Community College, was established by the 116th Legislature in 1994

**PROGRAM:**

The MCCS offers nearly 300 certificate 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; computer technology, graphics, and multimedia; construction; education and early childhood; electrical and electronics; engineering technology; HVAC and energy; culinary arts, 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, South Paris, Houlton, Damariscotta, and Dover-Foxcroft.

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 grants for customized education and training. The MCCS also operates the Embark program, which provides scholarships and college-transition services for high school students who face barriers to college.

**PUBLICATIONS:**

- 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 2019:** 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	SPECIAL				MISC
	FOR	GENERAL	REVENUE	HIGHWAY	FEDERAL	
EXPENDITURES	FUNDS	FUND	FUNDS	FUND	FUNDS	FUNDS
GRANTS, SUBSIDIES, PENSIONS	74,638,748	70,072,844	4,115,904			450,000
<b>TOTAL EXPENDITURES</b>	<b>74,638,748</b>	<b>70,072,844</b>	<b>4,115,904</b>			<b>450,000</b>

INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

**MAINE TURNPIKE AUTHORITY**  
**DANIEL E. WATHEN, CHAIRMAN**  
**S. PETER MILLS, EXECUTIVE DIRECTOR**

WATS (877) 682-9433

Central Office 2360 CONGRESS STREET, PORTLAND, ME 04102  
Mail Address 2360 CONGRESS STREET, PORTLAND, ME 04102  
Established 1941  
Reference Policy Area 08 Umbrella 99 Unit 420 Citation T0023

FAX  
Telephone (207) 871-7771  
M.R.S.A., Sect. 000001965

**PURPOSE:**

The Maine Turnpike Authority is a quasi-state agency created by the Maine Legislature in 1941 to construct, manage and operate the 109-mile toll highway from Kittery to Augusta.

**ORGANIZATION:**

The Authority consists of 7 members including the Commissioner of the Department of Transportation or his designee, who is an ex officio member. The Governor appoints one member from each of the counties of York, Cumberland, Androscoggin and Kennebec, and two at-large members who are residents of the State, which are 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 2019:** 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 460 CIVIC CENTER DRIVE, AUGUSTA, ME 04330  
Mail Address 460 CIVIC CENTER DRIVE, AUGUSTA, ME 04330  
Established 1977  
Reference Policy Area 05 Umbrella 99 Unit 397 Citation T0037B

FAX (207) 430-4242  
Telephone (207) 622-0075

M.R.S.A., Sect. 000000603

**PURPOSE:**

The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage homes for veterans, their spouses and widowers. There are currently six State Veterans Homes with a total of 640 beds.

**ORGANIZATION:**

The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of 11 members appointed by the Governor for overlapping terms of three

## INDEPENDENT AGENCIES - NOT PART OF STATE GOVERNMENT

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 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.

### **PUBLICATIONS:**

None.

**FINANCES, FISCAL YEAR 2019:** The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.



## INDEX

Acquired Brain Injury Advisory Council.....	298
Administrative Office of the Courts.....	152
Administrative Services Division.....	70
Administrative Services Division (Motor Vehicles).....	254
Advisory Board for the Licensing of Guides.....	144
Advisory Board for the Licensing of Taxidermists.....	316
Advisory Committee on Dental Education.....	302
Advisory Committee on Fair Competition With Private Enterprise.....	304
Advisory Committee on Medical Education.....	334
Advisory Council.....	142
Advisory Council (to Marine Resources).....	196
Advisory Council on Tax-Deferred Arrangements.....	301
Allagash Wilderness Waterway Advisory Council.....	296
Animal Welfare Advisory Council.....	296
Archives Advisory Board.....	297
Atlantic States Marine Fisheries Commission.....	369
Audit Bureau.....	47
Baxter State Park Authority.....	322
Board of Bar Examiners.....	153
Board of Dental Practice.....	209
Board of Emergency Municipal Finance.....	328
Board of Environmental Protection.....	105
Board of Licensure in Medicine.....	220
Board of Licensure of Professional Investigators.....	309
Board of Licensure of Water System Operators.....	310
Board of Occupational Safety and Health.....	172
Board of Osteopathic Licensure.....	225
Board of Overseers of the Bar.....	157
Board of Pesticides Control.....	37
Board of the Maine Children's Trust Incorporated.....	378
Board of Trustees of the Maine Community College System.....	404
Board of Trustees of the Maine Criminal Justice Academy.....	237
Board of Trustees of the Maine Veterans' Homes.....	406
Board of Trustees of the University of Maine System.....	287
Board of Underground Storage Tank Installers.....	109
Board of Visitors - Long Creek Youth Development Center.....	319
Board of Visitors - Maine Correctional Center.....	318
Board of Visitors - Maine State Prison.....	319
Bolduc Correctional Facility.....	51
Bureau of Agriculture, Food and Rural Resources.....	24
Bureau of Air Quality.....	102
Bureau of Alcoholic Beverages and Lottery Operations.....	3
Bureau of Capitol Police.....	234
Bureau of Consumer Credit Protection.....	206

## INDEX

Bureau of Corporations, Elections and Commissions.....	258
Bureau of Employment Services.....	166
Bureau of Finance and Administration.....	275
Bureau of Financial Institutions.....	212
Bureau of Forestry (AKA Maine Forest Service).....	27
Bureau of General Services.....	11
Bureau of Highway Safety.....	244
Bureau of Human Resources.....	12
Bureau of Insurance.....	213
Bureau of Labor Standards.....	168
Bureau of Maine Veterans' Services.....	75
Bureau of Maintenance and Operations.....	277
Bureau of Marine Patrol.....	198
Bureau of Marine Science.....	200
Bureau of Motor Vehicles.....	264
Bureau of Parks and Lands.....	35
Bureau of Planning.....	279
Bureau of Policy and Management.....	197
Bureau of Project Development.....	281
Bureau of Public Health.....	199
Bureau of Rehabilitation Services.....	173
Bureau of Remediation and Waste Management.....	107
Bureau of Resource Information and Land Use Planning.....	32
Bureau of Resource Management.....	147
Bureau of Revenue Services.....	19
Bureau of State Police.....	246
Bureau of the Budget.....	5
Bureau of the Special Advocate.....	268
Bureau of Transportation Services.....	283
Bureau of Unemployment Compensation.....	167
Bureau of Warden Service.....	149
Bureau of Water Quality.....	106
Capitol Planning Commission.....	6
Center for Workforce Research and Information.....	176
Centers for Innovation.....	366
Central Fleet Management Division.....	7
Citizen Trade Policy Commission.....	183
Civil Air Patrol.....	379
Clean-Up and Response Fund Review Board.....	291
Combat Sports Authority of Maine.....	397
Commission for the Deaf, Hard of Hearing & Late Deafened.....	165
Commission on Governmental Ethics and Election Practices.....	331
Commission on Interstate Cooperation.....	187
Commission on Uniform State Laws.....	188

## INDEX

Committee on Judicial Responsibility and Disability.....	156
ConnectME Authority.....	381
Consolidated Emergency Communications Bureau.....	239
Continuing Education Advisory Committee.....	300
County Jail Operations.....	53
Court Alternative Dispute Resolution Service.....	154
Criminal Law Advisory Commission.....	301
Department of Administrative and Financial Services.....	1
Department of Agriculture, Conservation and Forestry.....	23
Department of Corrections.....	50
Department of Defense, Veterans and Emergency Management.....	67
Department of Economic and Community Development.....	77
Department of Education.....	87
Department of Environmental Protection.....	100
Department of Health and Human Services.....	117
Department of Inland Fisheries and Wildlife.....	139
Department of Labor.....	160
Department of Marine Resources.....	195
Department of Professional and Financial Regulation.....	205
Department of Public Safety.....	231
Department of the Attorney General.....	41
Department of the Secretary of State.....	252
Department of Transportation.....	272
Dirigo Health.....	361
Disability Rights Maine.....	386
District Attorneys.....	42
District Court for the State of Maine.....	155
District Operations.....	136
Division for the Blind and Visually Impaired.....	163
Division for the Deaf, Hard of Hearing and Late Deafened.....	164
Division of Administrative Hearings.....	162
Division of Archives Services.....	256
Division of Building Codes and Standards.....	232
Division of Corporations, UCC and Commissions.....	257
Division of Disability Determination Services.....	122
Division of Disease Prevention.....	119
Division of Disease Surveillance.....	122
Division of Driver License Services.....	259
Division of Elections and APA.....	260
Division of Enforcement, Anti-Theft & Regulation.....	262
Division of Engineering.....	143
Division of Environmental and Community Health.....	127
Division of Financial and Personnel Services.....	10
Division of Information Technology.....	261

## INDEX

Division of Legal Affairs.....	263
Division of Licensing and Registration.....	141
Division of Probation and Parole.....	63
Division of Public Information and Education.....	146
Division of Public Services.....	266
Division of Records Management Services.....	266
Division of Risk Management.....	21
Division of Vehicle Services.....	268
Domestic Abuse Homicide Review Panel.....	304
Dorothea Dix Psychiatric Center.....	124
Downeast Correctional Facility.....	55
Downeast Institute for Applied Marine Research and Education.....	362
E-9-1-1 Council.....	251
Education Unorganized Territory.....	98
Efficiency Maine Trust.....	363
Emergency Medical Services Board.....	240
Emergency Services Communication Bureau.....	250
Executive Department.....	111
Executive Director of the Legislative Council (Office of) .....	193
Family Law Advisory Commission.....	305
Finance.....	129
Finance Authority of Maine.....	332
Gambling Control Board.....	243
Governor (Office of) .....	111
Governor's Board on Executive Clemency.....	114
Governor's Energy Office.....	113
Governor's Office of Communications.....	112
Governor's Select Committee on Judicial Appointments.....	115
Greater Portland Public Development Commission.....	403
Higher Education and Educator Support Services .....	88
Homeland Security Advisory Council.....	308
House of Representatives.....	191
Independent Agencies - Advisory.....	296
Independent Agencies - Interstate Compact.....	369
Independent Agencies - Not Part of State Government.....	377
Independent Agencies - Other.....	321
Independent Agencies - Regulatory.....	289
InforME.....	15
Judicial Department.....	151
Juvenile Community Corrections.....	57
Juvenile Justice Advisory Group.....	55
Kim Wallace Adaptive Equipment Loan Program Fund Board.....	330
Land for Maine's Future Board.....	31
Land Resources.....	103

## INDEX

Law and Legislative Reference Library.....	178
Leadership Team.....	90
Learning Systems Team.....	91
Learning Through Technology Team.....	97
Legislative Council.....	192
Legislature.....	180
Lobster Advisory Council.....	311
Long Creek Youth Development Center.....	58
Magnet Schools.....	91
Maine Aeronautical Advisory Board.....	275
Maine Agricultural Bargaining Board.....	26
Maine Arts Commission.....	321
Maine Biomedical Research Board.....	324
Maine Board of Tax Appeals.....	18
Maine Center for Disease Control and Prevention.....	126
Maine Charter School Commission.....	289
Maine Children's Growth Council.....	299
Maine Commission for Community Service.....	325
Maine Commission on Domestic and Sexual Abuse.....	303
Maine Commission on Indigent Legal Services.....	366
Maine Correctional Center.....	53
Maine Criminal Justice Academy.....	235
Maine Dairy and Nutrition Council.....	382
Maine Dairy Promotion Board.....	383
Maine Development Foundation.....	384
Maine Drug Enforcement Agency.....	238
Maine Economic Growth Council.....	327
Maine Emergency Management Agency.....	71
Maine Fire Protection Services Commission.....	306
Maine Governmental Facilities Authority.....	388
Maine Health and Higher Educational Facilities Authority.....	335
Maine Health Data Organization.....	292
Maine Historic Preservation Commission.....	336
Maine Historical Records Advisory Board.....	306
Maine Historical Society.....	388
Maine Hospice Council.....	390
Maine Human Rights Commission.....	337
Maine Humanities Council.....	364
Maine Indian Tribal-State Commission.....	338
Maine Insurance Guaranty Association.....	393
Maine International Trade Center.....	394
Maine Labor Relations Board.....	170
Maine Library Commission.....	341
Maine Lobster Marketing Collaborative.....	342

## INDEX

Maine Maritime Academy.....	203
Maine Military Authority.....	395
Maine Milk Commission.....	34
Maine Motor Vehicle Franchise Board.....	344
Maine Municipal Bond Bank.....	344
Maine Outdoor Heritage Fund Board.....	145
Maine Pilotage Commission.....	278
Maine Potato Board.....	399
Maine Public Broadcasting Corporation.....	401
Maine Public Drinking Water Commission.....	135
Maine Public Employees Retirement System.....	352
Maine Public Utility Financing Bank.....	352
Maine Rural Development Authority.....	403
Maine Small Business and Entrepreneurship Commission.....	82
Maine State Archives.....	254
Maine State Cultural Affairs Council.....	326
Maine State Ferry Advisory Board.....	276
Maine State Film Commission.....	79
Maine State Film Office.....	80
Maine State Housing Authority.....	392
Maine State Library.....	340
Maine State Museum.....	348
Maine State Museum Commission.....	350
Maine Technology Institute.....	357
Maine Temporary Assistance for Needy Families Advisory Council.....	298
Maine Turnpike Authority.....	406
Maine Unemployment Insurance Commission.....	175
Maine Vaccine Board.....	368
Maine-Canadian Legislative Advisory Commission.....	186
Maine-New Hampshire Interstate Bridge Authority.....	371
ME Ed Ctr Deaf & Hard of Hearing & Gov Baxter School for Deaf.....	387
Medical Advisory Board (Re: Licensing of Drivers).....	263
Midcoast Regional Redevelopment Authority.....	396
Military Bureau.....	73
Missing Children Information Clearinghouse.....	235
Motor Carrier Review Board.....	343
Mountain View Correctional Facility.....	59
New England Board of Higher Education.....	371
New England Interstate Water Pollution Control Commission.....	375
New Ventures Maine Advisory Council.....	308
Northeastern Interstate Forest Fire Protection Commission.....	370
Northern New England Passenger Rail Authority.....	350
Office for Family Independence.....	125
Office of Aging and Disability Services.....	132

## INDEX

Office of Broadband Development.....	83
Office of Business Development.....	78
Office of Chief Medical Examiner for the State.....	43
Office of Child and Family Services.....	118
Office of Community Development.....	85
Office of Data, Research and Vital Statistics.....	121
Office of Fiscal and Program Review.....	183
Office of Information Technology.....	14
Office of Innovation.....	80
Office of Legislative Information Technology.....	189
Office of MaineCare Services.....	130
Office of Marijuana Policy.....	17
Office of Policy and Legal Analysis.....	184
Office of Professional and Occupational Regulation.....	216
Office of Program Evaluation and Government Accountability.....	229
Office of Securities.....	226
Office of Substance Abuse and Mental Health Services.....	133
Office of the Commissioner.....	27
Office of the Commissioner.....	104
Office of the Commissioner.....	161
Office of the Revisor of Statutes.....	185
Office of the State Auditor.....	46
Office of the State Controller.....	2
Office of the State Fire Marshal.....	241
Office of Tourism.....	84
Office of Victim Services.....	65
Organ Donation Advisory Council.....	312
Panel of Mediators.....	171
Pine Tree Legal Assistance.....	398
Pollution Prevention and Small Business Assistance Advisory Panel.....	313
Public Advocate (Office of).....	115
Public Transit Advisory Council.....	282
Public Utilities Commission.....	248
Pull Events Commission.....	38
Regulatory Fairness Board.....	267
Reserve Fund for State House Preservation and Maintenance.....	271
River Flow Advisory Commission.....	313
Riverview Psychiatric Center.....	136
Saco River Corridor Commission.....	354
School Finance and Operations Team.....	93
Science, Technology, Engineering and Mathematics Council.....	356
Sealer of Weights and Measures (Office of).....	39
Seed Potato Board.....	400
Senate.....	190

## INDEX

Sexual Assault Forensic Examiner Advisory Board.....	137
Shellfish Advisory Council.....	314
Small Enterprise Growth Board.....	367
Special Services Team.....	95
St. Croix International Waterway Commission.....	373
State Board of Arbitration and Conciliation.....	162
State Board of Education.....	290
State Board of Licensure for Professional Engineers.....	210
State Board of Nursing.....	221
State Board of Optometry.....	224
State Board of Property Tax Review.....	351
State Bureau of Identification.....	245
State Civil Service Appeals Board.....	325
State Claims Commission.....	8
State Emergency Response Commission.....	329
State Employee Health Commission.....	8
State Harness Racing Commission.....	29
State Horticulturist (Office of).....	30
State House and Capitol Park Commission.....	186
State Liquor and Lottery Commission.....	16
State Parole Board.....	61
State Poet Laureate Advisory Selection Committee.....	312
State Prison.....	62
State Workforce Board.....	174
Statewide Homeless Council.....	307
Substance Use Disorder Services Commission.....	315
Superior Court.....	158
Supreme Judicial Court.....	159
Teacher Retirement.....	96
Telecommunications Relay Services Council.....	317
Treasurer of State (Office of) .....	285
University of Maine System Wild Blueberry Advisory Committee.....	378
Unorganized Territory (Audit).....	48
Victims' Compensation Board.....	44
Wells National Estuarine Research Reserve Management Authority.....	359
Wild Blueberry Commission of Maine.....	377
Workers' Compensation Board.....	293