

# MAINE STATE LEGISLATURE

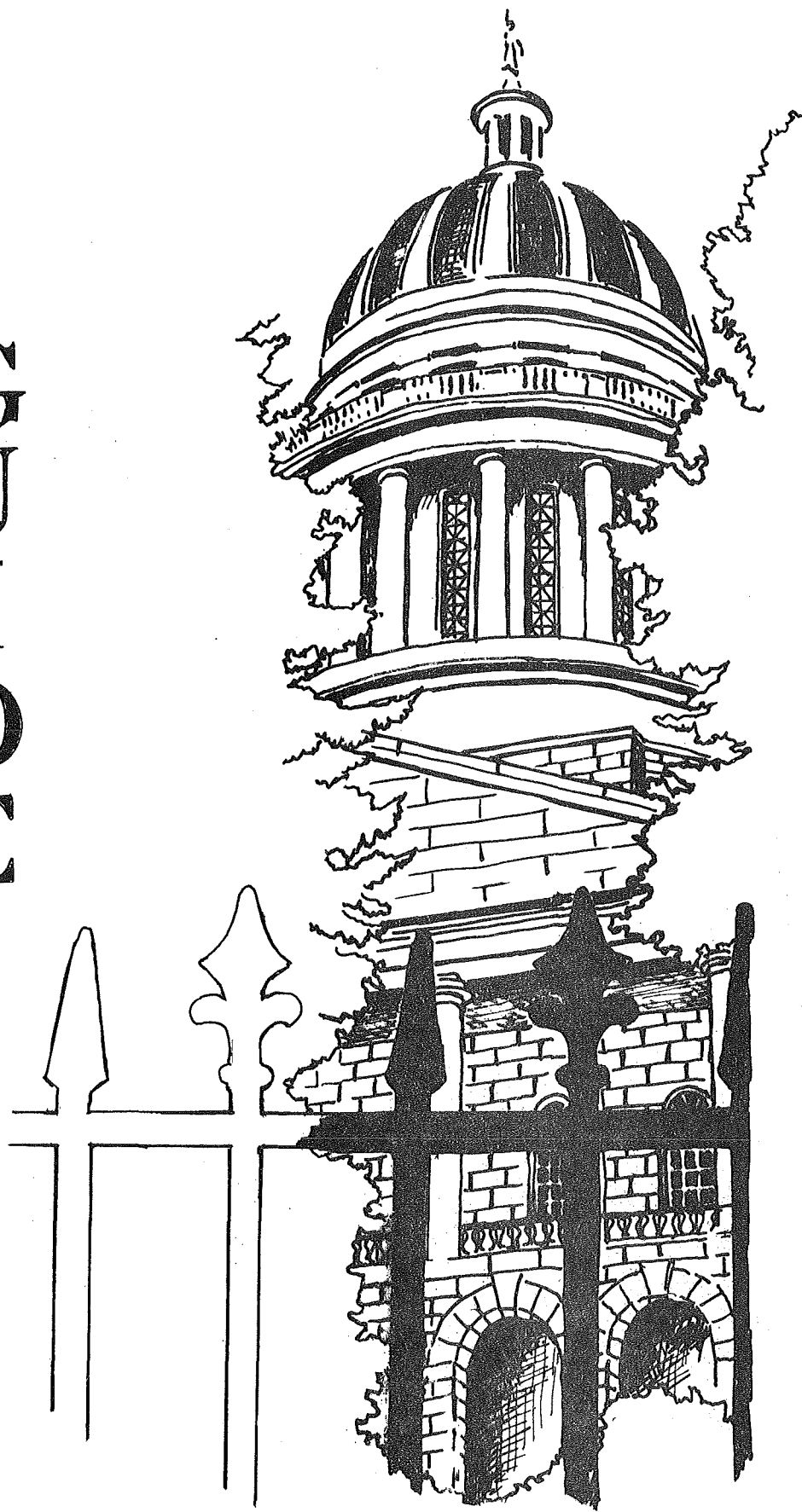
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# LEGISLATIVE GUIDE





A LEGISLATOR'S GUIDE

Produced for  
Members of the 110th Legislature

1980 Pre-Legislative Conference  
Sponsored by the Legislative Council

Please address any suggestions for  
improvement to:  
Office of Legislative Research  
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THE LEGISLATIVE COUNCIL  
Of The 109th Legislature  
Sponsor of  
The 1980 Pre-Legislative Conference

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PART I

A Brief History of the  
Pre-Legislative Conference



Each legislative session finds many members who are new to their duties, to legislative procedures and services, and to each other. The Legislative Council has, therefore, fashioned the Pre-Legislative Conference to acquaint and re-acquaint legislators with the essentials of the legislative process prior to their involvement in the rush of the session.

Maine's first Pre-Legislative Conference was held on the Orono Campus of the University of Maine on December 1, 2 and 3 of 1960. This first conference was sponsored by the University of Maine and the Ford Foundation, and was attended by members of the 100th Maine Legislature. In 1962 and 1964, the conference continued to be held at the University of Maine in Orono with excellent participation and results.

It was then realized, however, that Pre-Legislative Conferences would be more valuable to legislators if they were held at the capitol, near the physical location of the legislative chambers and legislative service agencies. Thus, the biennial Pre-Legislative Conference has been held in Augusta since 1966.

The cost of recent Pre-Legislative Conferences has been borne by legislative appropriation although in the past they have been financed by various sources. The 1980 Pre-Legislative Conference is sponsored by the Legislative Council and organized and staffed by legislative agency personnel.

One feature of Maine's Pre-Legislative Conferences has been the preparation of a Legislator's Guide intended primarily for new legislators. While this guide formerly included not only legislative information, but also information on the Executive Branch, the publication of The Maine State Government Annual Report, with its consolidated, detailed report on Executive Agencies, makes any information on the Executive Branch in the Legislator's Guide superfluous. Therefore, the Legislator's Guide is primarily concerned with the Legislature and its staff agencies. It also includes a series of charts on locations of state agencies, as well as a listing of selected telephone numbers of state agency offices and personnel located outside of the capitol area.

The Legislative Council hopes that members of the 110th Legislature will find both this manual and the entire Pre-Legislative Conference useful and informative, and that they will offer suggestions on how it may be improved.



## PART II

### The Legislature



## A. INTRODUCTION

What follows is not intended to be a comprehensive description of the Legislature, but only a guide for acquainting the incoming legislators with the basics of the Maine legislative process. The "Maine State Government Annual Report;" the "Legislative Process in Maine;" the "Senate and House Register;" the "History and Disposition of Bills and Resolves;" the "State of Maine Manual for Legislative Drafting;" "Legislative Drafting" by Reed Dickerson; "Statutes and Statutory Construction" by C. Dallas Sands and "Down East Politics; the Government of the State of Maine," are designed to provide fuller information.

## B. CAUCUSES

As one major part of the Pre-Legislative Conference, the legislators of each party hold meetings called party caucuses. Several important pieces of business are carried out at these meetings.

The Senate and House caucuses of both the majority and minority parties elect floor leaders and assistant floor leaders. Leadership posts are recognized by higher compensation, the allocation of office space, staff and secretarial assistance. To ensure that the results of these elections become part of the official record of the Legislature, the names of those elected to represent their part on the floor of the Senate and House are announced on the floor early in the session.

Nominations for the officers of both the Senate and the House are also made at these caucuses. At the House caucuses of each party, nominations are made for Speaker of the House, Clerk of the House and Assistant Clerk of the House. At the Senate caucuses, nominations are made for President of the Senate, Secretary of the Senate and Assistant Secretary of the Senate. Since House officers must be elected by the entire House, and similarly, Senate officers by the entire Senate membership, these choices are only nominations. A nomination by the majority party, however, is tantamount to election.

In addition to these separate caucuses for each legislative branch, a joint Senate-House caucus of each party is held to nominate candidates for the 3 Constitutional officers: Attorney General, Secretary of State and Treasurer. The Constitutional officers are elected by the entire Legislature, but nomination by majority party makes election a virtual certainty. Every 4 years these joint caucuses also nominate candidates for State Auditor.



### C. THE FIRST DAY - ORGANIZATION

As now required by the Maine Constitution, the Legislature convenes on the first Wednesday of December following the general election for each first regular session and on the first Wednesday after the first Tuesday in January in the even-numbered year for each second regular session.

While there is no limitation on the type of legislation which may be introduced at a first regular session, the business of the second regular session is limited to budgetary matters; legislation in the Governor's call; legislation of an emergency nature admitted by the Legislature; legislation referred to Committee for study and report by the Legislature in the first regular session; and legislation presented to the Legislature by direct initiative petition of the electors. Appropriate time limits provide that the first regular session shall adjourn no later than 100 legislative days, and the second regular session shall adjourn no later than 50 legislative days and provide for extensions up to 11 additional legislative days under certain conditions in either case. (3MRSA§2)

The Secretary of the Senate and the Clerk of the House from the previous Legislature act as the organizing officers by presiding until a President of the Senate and Speaker of the House are elected.

Similar procedures are followed in the organization of both the Senate and the House. The general procedures in each branch are as follows:

Members-elect are called to order by the presiding officer and a roll call is taken to see if a quorum is present.

A message is sent to the Governor (whose term in office ends on Thursday of the first week of January when a new Governor is inaugurated) advising him that the members-elect are ready to receive their oaths of office.

The Governor enters and administers the oath of office as required by the Constitution.

Each legislative branch then proceeds to elect its officers, adopt rules and pass the necessary orders to complete its organization.

Later on Wednesday, the two branches meet in joint convention in the Hall of the House to elect the State Constitutional officers and, every four years, the State Auditor. A message is sent from the Senate to the House,

the Senators go to the House and, traditionally, the President of the Senate presides at the joint session.

#### D. INAUGURATION

In accordance with the Constitution, the Governor is inaugurated on Thursday of the first week of January. Inauguration ceremonies are usually held at 11 a.m. Both branches usually meet at 10 a.m. and upon a message being sent from the Senate to the House, the Senators go to the House Chamber, the President of the Senate takes over the gavel and invites the Governor-elect to attend for the purpose of taking the oath of office and delivering his Inaugural Address.

Usually the members of the Supreme Judicial Court, Superior Court, District Court and former governors are invited to attend the ceremonies. Printed copies of the inaugural address are distributed and legislators are usually asked by the press to comment on the inaugural following the adjournment of the morning session.

There is an inauguration ceremony only when a Governor begins a new four-year term. However, the Governor, when he is in midterm, does address the Legislature delivering a combined inaugural message and outline of his financial proposals.

#### E. THE LEGISLATIVE COUNCIL

Through electing the leadership of both branches, the Legislature also is electing the Legislative Council. Created in 1973 as part of legislative reorganization, the Legislative Council is composed of the President of the Senate, the Speaker of the House and the floor leaders and assistant floor leaders of both parties in both branches. The "Council" elects a chairman from among its members and meets at least once each month when the Legislature is not in session.

The Council provides the necessary formal administrative direction for the Legislature and gives it a continuing presence in the capitol. In addition to preparing the legislative budget and establishing broad policy guidelines for legislative employees, the Council coordinates intergovernmental relations programs and carries out a continuing assessment of all legislative operations.

When the Legislature is not in session, the Council offers general supervision and coordination of the work of the

Joint Standing Committees. Bills, resolves and studies are assigned to Committees for their consideration and these Committees may be asked to present reports and legislation as a result of their studies.

As the main administrative body of the Legislature, the Council also appoints the Directors of all legislative service agencies and a Legislative Administrative Director.

#### F. DOCUMENTS AND AIDS

Within the first few days of the session, legislators find themselves flooded with paper. Most of this material, however, is valuable for carrying out legislative duties. The Legislature provides a variety of documents which will answer many of the daily questions which arise about the legislative process. Developing a working understanding of these documents early in the session can increase the legislator's effectiveness.

##### Bills and Resolves Signed by the Governor

If the legislator has a question about whether or not a bill has been signed by the Governor, he can answer it by examining the list of bills posted on the wall outside the Governor's office. This information is also available from the Legislative Information Office. In addition, the Clerk of the House publishes weekly a list of all bills signed by the Governor that week. This list is available at the docket room.

##### Appointments made by the Governor

Legislators frequently have an interest in gubernatorial appointments. A list of gubernatorial appointments (some of which must later be reviewed by a statutorily designated joint standing committee and confirmed by the Legislature) is posted on the wall outside the Governor's office.

##### Legislative Documents and Papers - History and Final Disposition

At the close of the legislative session, the Legislative Information Office compiles and has printed a Legislative Documents and Papers - History and Final Disposition. This booklet is indexed by L.D. number, Senate Paper number, House Paper number, subject matter, public or private law chapter number and sponsor and provides a summary of all committee actions and the final disposition of all bills.

##### Legislative Record

Maine is one of a limited number of states that keeps,

prints, and later provides in bound volumes, a word-by-word record of the proceedings and debate of the House and Senate. The proceedings are recorded on tape and transcribed immediately after the session to be sent to the printer. The entire record is printed later in bound volumes and sent to each legislator. Copies of the records of previous legislatures are available in the Law and Legislative Reference Library.

## Journal

As required by the Constitution, the Secretary of the Senate and the Clerk of the House keep a journal which is the official record of all legislative actions. These are not printed but just three copies are typewritten and bound. The Secretary of State and the Law Library each file one copy and the third is retained by the Senate Secretary and the Clerk of the House.

## Senate and House Register

On the first day of the session, the legislator will find on his or her desk an information blank to be filled out. It is important that this blank be completed and returned as soon as possible so that the printed Senate and House Register can be compiled. The register, a small pamphlet about four by six inches, contains a list of members, their home and Augusta addresses, committee assignments, lists of committees, names of state officials, rules of the House and Senate, the joint rules, the Constitution, a list of the leadership and all officers of each branch, and a list of legislative staff members, committee assistants and the press.

## Notices

The Secretary of the Senate and the Clerk of the House have made it a practice to mimeograph a list of notices which are distributed to members before adjournment for the day. Notices not received in time to go on the list are read immediately before adjournment. The notices include such information as times and places of county delegation meetings and other matters of interest to legislators.

## Legislative Bills and Resolves

The Maine Legislature traditionally orders each bill or resolve printed when it is sent to committee. Copies of each piece of legislation are placed on the desks of House members daily. In the Senate, pages place copies of the

legislation in the looseleaf binders on each Senator's desk. Additional copies for personal use or to send to constituents who request them can be obtained without charge from the office of the Document Clerk.

#### Advance Journal and Calendar

For 49 years the Advance Journal and Calendar of the day's business has been available to the Maine legislator. This is "must" reading at the start of each legislative day. Each branch prints its own calendar of business and reviewing it before the session enables the legislator to see what he will be asked to vote on during the day's session. Only what the legislator sees on the calendar can be taken up unless the rules are suspended. Following it from day to day indicates the progress of legislation. Matters that have been placed on the table are listed at the end of the calendar and the dates when they will come up again are indicated, if a specific date has been assigned.

#### G. THE BUDGET DOCUMENT

The last budget document, submitted February 9, 1979, and titled "State of Maine Budget Document - 1980-81", was in a three-volume format. The major headings from the table of contents for these volumes are set out below:

Volume I (xiv, 235 pages)	-	The Governor's Message Selected Financial Arrays Detail Schedules by Fund New or Expanded Programs Capital Construction, Repairs and Improvement Programs Appropriation
Volume II (v, 775 pages); and Volume III (v, 423 pages)	-	00 General Government 01 Economic Development 02 Education and Culture 03 Human Services 04 Manpower 05 Natural Resources 06 Public Protection 07 Transportation

Volume III was the Federal Expenditure Budget, submitted in accordance with chapter 583 of the public laws of 1977 which was designed to give the Legislature a role in approving plans and expenditure levels for use of federal funds by state

agencies. That chapter requires the Governor to annually transmit to the Legislature the federal expenditure plans and requests presented by each agency and any changes in such plans and requests made by the Governor.

Traditionally, the budget has been divided into two parts: Part 1, containing requests for appropriations to continue existing programs; Part 2, containing requests for appropriations for new programs and staff. Under a "target budgeting" approach which the Governor has developed, departments have been required to submit Part 1 requests no higher than the appropriation received in the current fiscal year. The rising costs of continuing existing programs forces departments to pick their most important programs for inclusion in the Part 1 budget. Those programs eliminated from the Part 1 requests can be put into the Part 2 requests where they compete with requests for new programs and staff, for a limited amount of money.

The budget volumes provide a detailed look at proposed state funding and a useful yardstick of state financial performance. Each legislator will find the budget document valuable not only at the beginning of the first regular session but throughout the remaining biennium. Key statutory provisions concerning the budget process can be found in the Revised Statutes, Title 5, chapter 149.

## H. RULES AND CUSTOMS OF THE HOUSE

The rules of the House are adopted at each session and may be amended by the House if it desires to do so. The rules are designed to spell out the power and duties of the officers of the House, the rights and duties of members and the procedure to be followed in proceedings and debate.

The complete text of the House Rules is printed in the Senate and House Register and should be reviewed by each member as an initial part of his legislative duties. Certain sections of the rules should be thoroughly read since without a knowledge of the rules governing legislative procedures, the individual Legislator will be much less effective in either supporting or opposing legislation in which he is particularly interested.

### Speaker of the House

As the presiding officer, the Speaker calls the members to order, announces business, receives and submits to vote all motions, enforces order, decides questions of order subject to an appeal to the House, names committees, signs bills passed by the House and appoints the subordinate officers of the House.

The Speaker may also address the House on points of order, vote in all cases and appoint a "Speaker pro tempore" to serve during the Speaker's absence from the chair.

The House can form itself as a "committee of the whole" by a majority vote in order to discuss any matter as a committee, rather than as a legislative body. When a "committee of the whole" is created the Speaker appoints the member who will preside.

### Clerk of the House

The Clerk is elected by the House members and keeps a journal of what is done; reads bills, messages and papers, notifies committees of appointments and business referred to them; has charge of all papers and documents in the possession of the House and transmits messages and documents to the Governor and Senate.

In addition to the duties spelled out in the rules, the Clerk of the House supervises, with the help of an assistant, the duties of a sizable staff located in offices at the back of the House. A variety of jobs from drafting the advance journal and calendar to publishing the weekly legislative calendar are performed by the Clerk and staff.

The Clerk's office is open every day when the Legislature is in session and can be used as a source for many tools for Legislators in their day-to-day business. All House printing is under the direction of the Clerk and stationery, envelopes and other printed materials are available through the Clerk's

office. In addition to publishing each day's house calendar and the House portion of the legislative record, the Clerk issues a weekly legislative report listing all bills printed and all bills enacted. When the Legislature is not in session a weekly legislative calendar listing meetings of legislative committees, commissions and other groups is published also. Copies of each House roll call are published by the Clerk's office also.

The Clerk schedules high school bands for weekly concerts in the rotunda prior to the appearance of the band in the House gallery to play the National Anthem on the opening legislative day of each week.

The Clerk's office is open all year to provide services to Legislators, the press and the public.

#### Other matters:

The rules provide that each day shall begin with a brief religious service. Traditionally, a different member of the clergy is selected to offer the opening prayer on each day of the session. Members wishing to recognize a member of the clergy from the area they represent should present the name of the clergyman to the Clerk.

The Sergeant-at-Arms along with assistants maintains order in the House, provides an escort for House committees named to deliver messages to the Governor or Senate and supervises passing out of materials to members.

#### Rights and duties of members:

Traditionally, there has been no daily attendance roll call in the House but this does not alter the fact that one of the chief duties of a Legislator is attendance at all sessions. In contrast to the federal practice, committee hearings are not held while the House or Senate is in session. Members absent due to illness or other causes may be excused by the House. Notification to the Clerk of the House of a proposed absence (on personal or legislative business) will result in the Committee on Leaves of Absence presenting an order requesting a Legislator's being excused from attendance. A message to the Clerk if you are ill will also be transmitted to the Committee on Leaves of Absence for appropriate action. Excuses are not necessary for absences of less than two day's duration.



No member can interrupt except to call to order or to correct a mistake. If two members rise at the same time the Speaker names the one to speak first, otherwise the first member to rise speaks first. Without special permission from the House no member can speak more than twice on the same question. Members must rise to speak, speak from their own places and sit when finished speaking.

Every member present must vote on all questions unless he is excused from voting by the House for special reasons. On roll call votes members must remain in their seats until the vote is declared.

There is no smoking in the House during session.

While the House is in session only members and officers of the House and officers of the Senate on business are allowed inside the rail of the floor of the House (except members of the press who are seated at press tables at the front of the House, staff of the Legislative Information Office who are recording actions taken by the House and guests invited by the Speaker). Admittance to the space behind the glass in the rear of the House Chamber is restricted to Legislators, legislative staff, the judiciary, the press and department heads.

## I. RULES AND CUSTOMS OF THE SENATE

The rules of the Senate are similar to those of the House in broad outline and intent. Usually a larger proportion of the members of the Senate have had previous legislative experience and the smaller number (33 Senators as compared with 151 Representatives) provides fewer problems in handling debate and other procedures. A Senator, for example, may speak three times on a question, instead of just two, without obtaining special permission.

Smoking, by rule, is not allowed in the Senate Chamber while the Senate is in session. Food and drink, by custom, are not allowed in the Chamber.

### President of the Senate

As the presiding officer of the Senate, the President determines if a quorum (17) is present, names committees, decides questions of order, declares votes, signs bills, appoints all the subordinate officers of the Senate, recognizes Senators wishing to speak and calls for divisions when requested. The President may vote on all matters and may select a President pro tempore to act during an absence of the President from the chair.

### Secretary of the Senate

The Secretary is elected by the Senate and keeps a journal of proceedings, prepares the advance journal and calendar of the Senate, reads bills, messages and documents, is responsible for all papers, bills and documents in possession of the Senate, carries messages to the House and Governor and transmits papers to the Governor and the House and the Secretary of State.

Aided by an assistant and a sizable staff, the Secretary performs a variety of additional duties including selecting and hiring the staff, ordering necessary equipment and supplies, supervising the work flow of the office, supervising the committee clerks, providing information for individual Senators and supervising the printing of amendments.

The Secretary is responsible for all joint legislative papers.

The Secretary also supervises the Engrossing Division where documents are printed in their final form.

The Secretary and staff process the various nominations by the Governor requiring legislative confirmation when the Legislature is not in session.

The Secretary's office is open daily from 8 to 5 when the Legislature is not in session. When the Legislature is in session, it is open until all material has been prepared and printed for the next legislative day. All Senate printing is under the direction of the Secretary of the Senate and stationery, envelopes and other printed materials are available through the Secretary of the Senate's office.

In addition to publishing each day's Senate calendar and the Senate portion of the legislative record, the Senate, through the courtesy of the President, issues a weekly legislative hearing schedule listing bills to be heard before various committees.

Copies of Senate roll calls are placed on the Senators' desks. The public may view and copy Senate roll calls at any time either in the Senate office or the Law Library.

The Senate office is open to provide services to the Legislators, the press and the public.

#### Other matters:

The Senate also elects an Assistant Secretary of the Senate and follows the same tradition as the House in having a different member of the clergy open each day's session, although members of the Senate sometimes perform that function.

#### Rights and duties of Members:

The Senate does not have a daily attendance roll call but attendance at sessions is a primary duty.

In order to speak, a Senator must stand and address the President. When referring to another Senator in debate, a member must refer by title, county and name ("The Senator from Knox, Senator Smith"). A Senator must be recognized before speaking and cannot speak more than three times on the same question without permission from the Senate.

Each Senator must vote unless excused by the Senate and no Senator can leave the Senate without permission if by doing so he deprives the Senate of a quorum.

While the action is infrequently taken, the Senate, like the House, may at any time form itself into a "committee of the whole" by a majority vote for the purpose of

considering any subject named in a motion. A chairman of such committee is named by the President. Just as in the House this action allows the Senate to discuss a matter as a committee, not a legislative body.

#### Special Appropriations Table and Special Highway Table:

Both of these devices are used only by the Senate. With the exception of the Part 1 budget and certain emergency spending legislation, every bill with a fiscal note is tabled just before final enactment in the Senate. This tabling of bills as the session proceeds creates the Special Appropriations Table. In the final days of the session when the level of revenues available for funding these bills has been more firmly established, the bills are removed from the table and considered by the Appropriations and Financial Affairs Committee. The "table" allows for all bills requiring funding to compete for the usually limited dollars available for funding.

The Special Highway Table is used in the same way and for the same purpose. The difference is simply that the Special Appropriations Table is focused on undedicated General Fund revenues, while the Highway Table is concerned with dedicated Highway Fund dollars.

#### J. JOINT RULES

In addition to the rules of the Senate and House, the Legislature adopts joint rules which cover a number of significant items. These joint rules, like the separate rules of the Senate and House, are printed and indexed in the Register. Careful consideration of the joint rules is essential.

The joint rules are approved by both houses separately. These rules establish, name and give the number of joint standing committees, give the general requirements for the filing and form of legislation, describe the makeup of conference committees, set out the procedures for calling of a special session by the Legislature and provide the rules for committee reports. The joint rules also set out the procedures to be followed for legislative confirmation of gubernatorial appointments.

#### K. PROCEEDINGS OF THE HOUSE AND SENATE

Both branches follow nearly identical procedures. Business is taken up only in the order in which it appears on the daily calendar as follows.

1. Papers from the other branch requiring action and first reading of accompanying bills and resolves.
2. Messages from the Executive and heads of departments.
3. Reference of bills to committee.
4. Orders.
5. Reports of committees and first reading of bills or resolves.
6. Reading of bills in second reading stage.
7. Enactment of bills or passage of resolves.
8. Orders of the day.
9. Unfinished business from the previous day's session.
10. Tabled matters.

#### Rules of Debate

Some familiarity with the rules of debate is essential if the Legislator is to be effective on the floor of the House or Senate. Familiarity with these rules is the mark of an experienced Legislator.

The rules differ slightly between the House and Senate and both Houses provide that adjournment takes precedence over any other motion and must be voted on without debate.

A study of the precedence given to the various motions also saves the new Legislator the embarrassment, for example, of moving for indefinite postponement only to be informed by the Speaker that the motion to table or amend under consideration takes precedence and his motion is out of order. The precedence of motions is described in the House and Senate rules sections of the 1979 Senate and House Register (Senate Rule #8 and House Rule #25).

#### Other Provisions

Some of the key provisions of debate and procedure include:

1. An Amendment must have a bearing on the subject of the bill. Neither the House nor Senate permits "riders" to be attached on a completely different subject or on a similar subject but one unrelated to the intent of the pending bill;

2. Being smaller in size, the Senate rarely finds it necessary to shut off debate. Debate can be shut off in the

House. The motion in the House "for the previous question" must have the consent of one-third of the members to be entertained. When the motion is made, debate on the question at hand is temporarily ended and the question actually taken up is whether or not debate should be shut off. Each member is allowed to speak for five minutes - not on the merits of the bill but only on closing off debate. If the motion "for the previous question" is carried, debate is shut off and the House then votes immediately on the main business before it;

3. A voice vote declared by the presiding officer to be either affirmative or negative can be doubted by any member. He then requests a division and members for and then members against are counted. A roll call vote can be requested at any time before the results of the standing vote are declared. The request for a roll call must be approved by one-fifth of the members present and voting. The motion for the "yeas and nays" is the same as a request for a roll call;

4. No rule of the House or Senate can be dispensed with without the consent of two-thirds of the members present; and

5. A motion to reconsider an action is made only by a member who voted with the majority. Such a motion cannot be tabled or postponed without assignment of a specific time for consideration. A motion to reconsider is not in order more than once on the same question. If a Legislator has been successful in killing a bill he sometimes will make the motion to reconsider himself and urge the legislative body to vote against him, thus eliminating later moves to reconsider.

#### L. FROM A BILL TO A LAW

While the process will at first seem complicated to the new Legislator, it will be evident from looking over the various steps involved that they have been included for three primary purposes:

To assure that there is adequate public and legislative knowledge and debate of the merits of each bill;

To avoid any hasty or ill-considered action; and

To eliminate mistakes of a technical or typographical nature.

#### 1. Prepare and Introduce the Bill

Ideas for the bill may originate with the Legislator, Governor, citizen groups, state departments or other sources but only a Legislator can introduce a bill.

Assistance in drafting legislation is available from the Legislative Research Office and through that office, from the office of Legislative Assistants and the Attorney General's Department. Copies of model legislation and legislative activities in other states are available from the Law Library, and suggestions on needed legislation can be frequently obtained from department heads. Financial information is available from the Legislative Finance Office.

At times a Legislator will receive a request from a group back home that he introduce a certain bill. If a member does not wish to sponsor a measure personally, he may introduce it "by request," and have it so recorded. This indicates that the bill is not his own and that he does not necessarily favor its enactment. However, this designation is used sparingly.

"Hoppers" or boxes resembling ballot boxes for bills are located in the House and Senate. Representatives must introduce their measures in the House and Senators in the Senate. Each measure introduced must be personally signed before being placed in the hopper.

When bills are introduced they are given a preliminary number indicating that they are House Paper... or Senate Paper... When they are later accepted by both branches and referred to committee, they are assigned a second number and referred to as Legislative Document (or more commonly, "L.D.")... The latter number is most useful in getting printed copies from the Document Clerk.

## 2. The Legislature Accepts and Assigns the Bill

The bills are removed from the hopper by the Clerk of the House and the Secretary of the Senate.

Joint Rule 14 provides that the Secretary of the Senate and the Clerk of the House shall, after conferring together, suggest an appropriate committee reference for every bill, resolve and petition offered in either House. If the Secretary and Clerk cannot agree on a suggested reference the suggested reference is made by a conference of the President of the Senate and the Speaker of the House. If they are unable to agree, the matter is referred to the Legislative Council for resolution.

The titles of the bills and their House or Senate paper numbers are recorded in the Advance Journal which is printed overnight and placed on each member's desk the next morning.

The Senate and House must both vote on referring the bill to the suggested committee. All legislative documents are printed in full following acceptance. In most cases the House and Senate agree with the suggested reference to committee. However, in the case of legislation which is controversial or which relates to the work of more than one committee, there may be debates as to which committee should properly consider the bill. In the end both Houses must reach agreement on which committee will hear the bill or the bill is dead.

### 3. The Committees at Work

The third step involves the work of one of the joint standing committees. The committee receives the bill, sets a date for a public hearing, and publishes a notice in the newspaper of the title of the bill, the Legislative Document number, and the time and place of the hearing.

At the public hearing proponents and opponents of the bill are heard in that order. Any paid lobbyists who testify must be registered with the Secretary of State. At some time after the hearing (the committee may act within hours or not for several months) the committee meets and decides what recommendation to make to the Legislature.

The committee may draw up its own amendments to the bill or completely redraft the bill before reporting it out. The most common reports are Ought to Pass (OTP) and Ought Not to Pass (ONTP). If the committee is divided there are two reports - a majority and a minority report (or reports A and B if there is not a majority agreeing on a report). A bill may also be withdrawn and receive a Leave to Withdraw report. Other reports include OTP in New Draft and OTP as amended. One or more members of a committee may issue a report.

### 4. The Legislature Acts

Committee Reports. The bill is reported out to the Branch of origin. Committee reports are given to the Clerk or to the Secretary and are printed overnight in the House or Senate Advance Journal and Calendar.

Sponsors of legislation should check with committee



chairmen for information about when their bills will be reported out and should review the Advance Journal and Calendar each morning before the session opens for information on how committees have acted on legislation in which they are particularly interested.

If the committee report is unanimously "Ought Not to Pass," the bill is dead. After notification of each House, the bill is placed in the legislative files. If the report is unanimously favorable "Ought to Pass" and is accepted in both Houses, the bill is read. If the report is split, there is frequently debate on whether to accept the majority or minority report. And, of course, even a unanimously favorable or unanimously unfavorable report can be overturned.

The Readings. The bill is first "read" before the House where it originated. Actually, the Clerk or Secretary reads the bill by title only since it is in print and on each member's desk.

In the House, a bill is given two readings, the first reading immediately after action on the committee report and the second reading on the following legislative day. The Senate also gives two - one after action on the committee report and the other the following legislative day. Bills in their second House or Senate reading are so listed in the Advance Journal.

Consent Calendar. The House, but not the Senate, uses a device called the "Consent Calendar" (Rule 49 in the 1979 Register). Any bill which has received a unanimous Ought to Pass committee report is placed on the Consent Calendar upon reaching the House. After 2 legislative days on the Consent Calendar, the bill is considered as having been passed to be engrossed. This procedure significantly increases the number of bills which the House can handle each day.

Any member can, by objecting, prevent any bill from being placed on the Consent Calendar or can have any bill removed.

Tabling - Killing. At any stage of the legislative process a bill may be tabled by a member of either branch which is considering the bill. The bill may be tabled unassigned or the member may table it and indicate a specific date when it will next be considered. In the latter case he may take it off the table when he wishes (with the consent of the House or the Senate) and thus exerts some control over the timing of the next action on the bill.

Also at any stage a member may move that a bill be indefinitely postponed or "killed."

#### 5. House-Senate Disagreement

At times the House and Senate find that they cannot agree on action on a bill. The legislation may then be referred to a committee of conference appointed by the House Speaker and the Senate President. They name persons to the committee who voted with the prevailing side in each House.

The committee of conference may reach an agreement, find itself unable to agree, suggest an amendment to the bill or ask that it be sent back to committee. It is then necessary for both Houses to act on the report much as they would act on a report of a standing committee.

#### 6. Final Legislative Approval

If the bill receives all its readings and is not killed by indefinite postponement, the bill and any amendments which have been approved are sent to the Engrossing Division and the Committee on Engrossed Bills. The bill is placed in its final form as it will appear when enacted into law and is returned to each House for Final Enactment.

Despite the fact that the bill is in its apparent "final form" it is still possible for it to be further amended (and engrossed again) or for it to be indefinitely postponed or other action taken.

Enacted by the House, it is signed by the Speaker.  
Enacted by the Senate, it is signed by the President.

#### 7. The Governor Signs

The bill is finally sent to the Governor who may sign it. Bills passed as Emergency Measures and requiring a two-thirds vote of approval of the entire membership on enactment, become law as soon as he signs his name or on any date specified in the act. Other legislation does not become law until 90 days after the Legislature adjourns allowing time for those opposed to the law to obtain enough signatures on petitions to force the bill to be sent to the people for approval in referendum.

The Governor may refuse to sign the bill and not return it to the Legislature in which case it becomes

law after five days without his signature. If a legislative adjournment prevents its return, it becomes a law within 3 days after the same Legislature's next meeting. If there is no next meeting of that Legislature, the bill does not become law.

The Governor may veto the bill. He then returns it to the Legislature, usually with a message of explanation. To override the Governor's veto and pass the bill without his signature requires a two-thirds vote of those present of each House.

#### M. PRESS, TELEVISION & RADIO

Representatives of the various news organizations assigned to cover the Legislature have been given office space in the State House and State Office Building. In addition to political writers, radio and television newsmen, the State House press corps includes representatives of the Associated Press and the United Press International which are referred to as the "AP," the "UPI" or as the "wire," "wires," or "wire services."

Representatives of the press are assigned a special table at the front of the House and Senate chambers. The extent to which cameras may be used during House and Senate sessions is decided by each Legislature, but it has been the custom in recent years to allow the press to use cameras on the floor as long as the flash bulbs were not used and as long as the actions did not interfere with the business of the Legislature.

Journalists make every effort to cover each legislative session in a fair and impartial manner. The large number of legislative actions to cover, however, means that a judgment must be made by them on the relative news value of each story and the time and space that should be allotted to it. Legislators will find that the press is willing to listen to their opinions and proposals for legislation. If a Legislator has something he considers newsworthy he can seek the advice of any of the reporters on its news value.

It is of value both to the press and to the Legislator to have any material typewritten with sufficient copies (five or six) for the representatives of all the news media. If a statement is to be released immediately, it should be marked with "For immediate release." If a statement is marked with a date and "P.M. Release" it will be used in the afternoon newspapers, radio and TV. If it is marked "A.M. Release" it will be used in the morning newspapers, except that there is an understanding that such material can be used by radio and TV at 6 p.m. the previous evening. If a statement is marked with a specific hour, such as "9 p.m." it will not be used until that hour.

Technical problems such as required times for sending material on the wires, press deadlines and others mean that material will stand a much better chance of being used if it is given to the press as far in advance as possible. Legislators should be aware that each reporter represents a different organization, station, newspaper, or group of news media. Material given to one reporter will ordinarily be used only in the media he represents. The reporters are there to report the news of the Legislature. The Legislator will find them willing to answer any questions regarding the technical problems of getting newsworthy material before the public.

#### N. GENERAL INFORMATION

##### Legislative Orders

Some of the business of the Legislature is accomplished without passing laws. This is done through the medium of a joint legislative order which must be passed by both the House and Senate. Orders range from creating an allowance for postage for Legislators to complete renovation of the House chamber.

##### Reimbursement of the Clergy

As mentioned previously, members of the House or Senate may suggest that any member of the clergy be invited to Augusta to give the prayer at the opening of each day's session. These clergymen are paid \$10.

##### Free Material

Materials mentioned under "Documents and Aids" are distributed to the Legislator without cost. In addition, each new member receives a copy of the Revised Statutes and the current supplement which becomes his personal property to use or dispose of as he pleases. After final adjournment each member receives a copy of the Legislative Record in book form giving word-for-word floor proceedings of the session, a copy of the laws passed at the legislative session and a copy of the Register of Bills and Resolves showing what happened to every piece of legislation whether or not it is passed.

In addition, the Legislator will find material placed on his desk which reflects the activities of various state departments such as their annual or biennial reports and other publications. Other information, ranging from maps to movies, from the State Constitution to a booklet on Maine fish is also available from the departments. Knowing what informational material is available and obtaining it for appropriate groups, organizations or schools is one

helpful constituent service that the Legislator can perform. Lists of available materials and samples are available from each department.

Each Legislator also receives free one daily newspaper of his choice during the regular session. This is delivered through the legislative post office.

#### Legislative Pay and Expenses

Legislators are paid \$4,500 in the first year and \$2,500 in the second year of each biennium. The President of the Senate and the Speaker of the House receive an additional 50% above this regular compensation. The majority and minority leaders receive an additional 25% while the assistant floor leaders receive an additional 12 1/2%.

Legislators who stay overnight in Augusta are entitled to a meals and housing allowance of \$35 per day. In addition, mileage is paid at the rate of 18 cents per mile between the Legislator's residence and Augusta (one round trip per week). For Legislators who commute to Augusta, the meal allowance is \$17 per day and mileage up to \$20 per day is allowed. Toll charges on the Maine Turnpike are also reimbursable and a receipt for tolls should be included with expense account sheets. Each member also receives an annual \$200 for constituent services.

All salaries and expense accounts are handled by the Legislative Finance Office.

#### Choice of Seats

Senate leaders and returning majority party Senators receive the first choice of seats. New majority party Senators are next, followed by the members of the minority party. Representatives are not grouped nor are they divided according to political party. A choice of seats in the House is given to the majority and minority floor leaders. Members who have been reelected are given their old seats or their choice of another seat, as are members who have a physical defect that makes a certain seat location desirable. The remainder of the seat assignments are drawn by lot. After seat assignments are completed, members may exchange seats within 24 hours. After that time, exchanges are virtually impossible due to the printed material which is related to seat assignment.

#### Lockers

The Senate retiring room is located on the fourth floor close to the elevator in the south wing. The House

retiring room is located on the third floor behind the clerk's office. Women House members have lockers located in the Women Legislators' Lounge located on the fourth floor. Male House members have lockers on the first floor near the tunnel entrance to the State Office Building. Members receive keys to their personal locker and their desks from the Clerk's or Secretary's office staff on opening day.

#### License Plates

Members are entitled to use a legislative license plate in place of their usual motor vehicle plate upon payment of a fee, pursuant to statute. The House and Senate license plates differ in color. The House plate carries the number of the representative's seat, while the member's district is carried on the Senate plate.

#### Telephone and Postage

Allowance for members in these categories are granted by legislative order and change from session to session. There are also allowances granted for postage for mailings from outside the State House. Members usually are allowed telephone calls of "reasonable duration" within the State by use of telephone credit card for legislative business only. Both the House Clerk's office and the Senate Secretary's office provide telephones with statewide WATS service for legislators.



PART III  
LEGISLATIVE SERVICE AGENCIES



The Legislature maintains six principle agencies to provide it with a variety of general and technical assistance. These agencies are: The Office of the Legislative Administrative Director, the Office of Legislative Research, the Legislative Finance Office, the Law Library, the Office of Legislative Assistants (the Legislative Staff) and the Legislative Information Office.

#### A. LEGISLATIVE ADMINISTRATIVE DIRECTOR

The Legislative Administrative Director coordinates, subject to the control of the Legislative Council, the activities between the offices of the Director of Legislative Research, the Legislative Finance Office, the State Law Librarian, the Office of Legislative Assistants, the Legislative Information Office, the Senate Secretary, the House Clerk and any other legislative activities and offices created by the Legislature. In addition, the Director is responsible for implementing policy resulting from the decisions of the Council, serves as an executive officer of the Legislature when it is not in session, and has custody of all legislative property and material.

#### B. LEGISLATIVE RESEARCH OFFICE

The Legislative Research Office is located halfway between the House and Senate in the west wing of the Statehouse, half a flight down from the third floor hallway and rotunda. The Director of Legislative Research and a staff of 13 provide invaluable help to the Legislator in bill drafting, amendments and related documents.

#### Help in drafting bills:

The Legislative Research Director is responsible for drafting legislation for individual Legislators. A file is maintained for each Legislator and all requests for drafting are held confidential during the course of the biennium, except as otherwise released by the sponsor or necessitated by preparation. If a requester furnishes any document or material to be used in drafting and the document or material is to be returned to the requester, copies will be routinely made to remain as part of the permanent drafting file. This does not include personal papers which are not to be part of the permanent files and have been so marked and isolated for return after use. If the individual Legislator indicates the effect he wishes a piece of legislation to have in sufficient detail, the Legislative Research Director will have it properly drafted and typed for introduction.

After the November election, the office sends to each legislator-elect a letter informing him that:

1. The office is available to draft legislation;
2. Legislative rules specify that during any first regular session all requests for bills or resolves must be submitted to the Director by 1 p.m. of the second Friday following the convening of the session in January and that they must be introduced in complete, final form by 1 p. m. of the seventh Friday after the Legislature has opened. (It should be noted, however, that because the constitutional resolution specifying that a first regular session shall convene in December has been adopted by the electorate, these rules may have to be modified accordingly). The rules also specify that the Legislative Council shall establish procedures for submission of legislation at any second regular or special session; and
3. All bills and resolves must, when they are introduced, also be accompanied by a statement of fact indicating the intent of the item.

#### Prefiling of bills:

Legislators-elect should be aware that the Joint Rules permits "prefiling" of legislation. Bills may be prepared through the Office of Legislative Research and filed with the Clerk of the House or Secretary of the Senate not more than 45 days before the actual opening of the session.

#### The need for facts:

While Legislative Research drafts the legislation for Legislators, this office does not create it. The Legislator must provide the director with sufficient information and detail to draw up a bill which will have the desired effect. This information can frequently be obtained with the assistance of the appropriate state department or agency, the assistance of the Law Librarian or the Office of Legislative Assistants.

#### Other duties:

In addition to drafting bills and checking on laws affected by each proposed piece of legislation, this office performs a number of other essential jobs for the Legislature. It carries out the indexing of the session laws, it publishes the public laws after each session, and it publishes biennially the Laws of Maine, a collection of all enactments for the previous two years. The office also prepares material for the cumulative pocket supplements of the Revised Statutes. It carries out a continuing revision of the statutes and provides assistance

to any agency revising its statutes.

Within the Office of Legislative Research, the Legislative Indexer maintains, on computer, a complete listing of each Title and section of the Maine Revised Statutes which is potentially affected by a piece of legislation. A checklist of potential conflicts, arranged according to the joint standing committees handling the proposed pieces of legislation is also maintained which indicates all pieces of proposed legislation which are potentially in conflict with another piece of proposed legislation, the Title and section in the Maine Revised Statutes of the potential conflict and the status of each piece of legislation.

### C. LEGISLATIVE FINANCE OFFICE

Located across the stairway from Legislative Research is the Legislative Finance Office. This office through its finance officer and a staff of 5, assists the Legislature by providing and analyzing a wide range of fiscal information about State Government.

#### Duties:

The primary duty of the office is to collect and assemble factual information concerning the fiscal affairs of Maine for the use of the Appropriations and Financial Affairs Committee in drafting its appropriation proposal and for use by other committees, the legislative leadership and the Legislature as a whole. In addition, the office provides a continuing program budget review and analysis of all state agencies.

The office also works closely with the Legislative Council and any interim committees created by the Legislature to carry out studies. Advice and assistance are available to the legislative leadership, Senate President, House Speaker and majority and minority floor leaders, as well as to committee chairmen and individual Legislators.

Pursuant to the Joint Rules, the Legislative Finance Office is responsible for preparing fiscal notes for bills affecting revenues or appropriations which are reported out of committee with other than an "ought not to pass" report.

#### Fiscal research materials and statistics:

This office develops statistics and comparison sheets of state financial expenditures and closely follows all appropriation measures through the legislative process in both House and Senate in order to be able to provide current information on the financial aspects of each legislative session.

In addition, this office will obtain a variety of publications, reports and other materials both federal and state for the Legislator. Questions ranging from the amount of the state's debt, the cost of operating a specific department or individual project, to the cost of a legislative proposal if enacted may be obtained through the office which maintains a working liaison with all state departments and the executive.

The overall budget for the operation of the Legislature and the payment of the legislative salaries during the session and expenses both in and out of session is the responsibility of the Legislative Finance Office.

Biennial  
compendium  
of state fiscal  
information:

The office also prepares a biennial compendium of state fiscal information. This publication should be reviewed by every Legislator. In simple terms, it sets out the entire financial basis of Maine State Government. The key figures on revenues and expenditures as well as the only conveniently available up-to-date descriptions and summaries of all taxes and changes in tax types, rates and bases are also included. It is available through the Legislative Finance Office.

D. LAW LIBRARY

In 1971 the law and legislative reference sections were separated from the State Library and made an agency within the Legislative Department. Located on the second floor of the Statehouse directly beneath the House of Representatives, the "Law Library," as it is usually called, houses a wide variety of materials which will be of great assistance to Legislators. The State Law Librarian is appointed by the Legislative Council and is assisted by a staff of six.

With its extensive materials on Maine State Government, the library can provide answers to questions on topics ranging from inaugural messages of Maine's first governors to recent roll call votes. The library maintains copies of legislative documents, statutes, the session laws, resolves, indices to the private and special laws, a listing of Legislators since statehood and the complete legislative records of previous years. The legislative record, with its word for word account of debates, can be invaluable to Legislators.

In addition, the library keeps a clipping file from a selection of newspapers on topics of particular interest to the Legislature. Microfilm copies of back issues of several newspapers supplement this clipping file and may be used at the State Library.

The experience of other states is often significant as the Legislature considers a specific bill or studies some aspect of State Government. To provide this indispensable information, the library maintains a collection of reports, manuals, surveys and books concerning the actions of other states in all areas of State Government. The library also offers complete and continually up-dated sets of the statutes of all other states.

#### E. THE OFFICE OF LEGISLATIVE ASSISTANTS

This office was created as one of the first acts of the 106th Legislature in January, 1973. The office provides permanent nonpartisan assistance to the joint standing committees other than the Joint Standing Committee on Appropriations and Financial Affairs, to the Legislative Council interim committees and individual Legislators.

During the legislative session, the coordinator of the Office of Legislative Assistants assigns members of the staff to specific joint standing committees. Services offered to the committees include: Background information and analysis of legislation before the committees, assistance in drafting bills and amendments, preparation of research materials on topics of interest to the committee and monitoring the effect of enacted legislation.

After the Legislature has adjourned, members of the staff are assigned on a project basis to carry out the legislative studies requested by the Legislative Council or ordered by the Legislature. On this basis the office works with the joint standing committees as they pursue studies on a variety of topics. Research assistance and help in preparing reports and legislation is provided.

In addition, the office does short-term research for individual Legislators and assists the Office of Legislative Research in drafting bills.

#### F. LEGISLATIVE INFORMATION OFFICE

During the legislative biennium, Legislators will introduce approximately 2,500 bills and committees present as well, hundreds of amendments and numerous new drafts of bills. A Legislator would find it difficult, if not impossible, to follow unaided through the legislative process the progress of each piece of legislation, or even of the sizable number of bills which personally interest him.

To help Legislators with this task, the Legislative Information Office maintains a sophisticated computer capability. The Information Office stores on computer the action of each branch of the Legislature on every legislative matter, and this

office, upon request, can instantly retrieve the complete history and status of any item. In addition, the office makes a computer terminal available for the use of members of the Legislature and the public to search legislative information stored on the computer.

The Legislative Information Office also maintains 4 separate files concerning current legislation - a file of all legislation by legislative document number, a file of all legislation sponsored by each individual Legislator, a file of all legislation referred to each joint standing committee, and a file of all legislation indexed by subject matter.

The Legislative Information Office also keeps on computer a biographical sketch of each Legislator so that any member of the public can call the office and find out how to contact his Legislator, or indeed, can find out who his Legislator is! This information is also used by the legislative staff to make computerized mailing lists for legislative use. At the Pre-Legislative Conference, the Office of Legislative Information will be asking each Legislator to fill out a biographical questionnaire which will be used to make up the computerized biographical sketch.



PART IV  
STATE OFFICERS ELECTED  
BY THE LEGISLATURE





## A. ATTORNEY GENERAL

The Attorney General is elected by the Legislature every two years. As the chief law officer of the State, the Attorney General represents the State in all its civil matters and carries out the investigation and prosecution of a number of criminal cases. In addition, informal opinions are rendered on questions of law raised by the Legislature and state agencies.

The department consists of 2 divisions, the Civil Division and the Criminal Division, as well as the Office of Chief Medical Examiner.

### 1. Civil

Division: Assistant Attorneys General from this division are assigned to the department, boards and commissions of State Government. These attorneys represent the agency at administrative proceedings and in court, and perform any internal legal tasks such as personnel matters and contracts. This division also represents the State in all civil matters not related to specific agencies. The Consumer Fraud section responds to consumer complaints and initiates actions whenever necessary.

### 2. Criminal

Division: This division investigates and prosecutes all homicide cases in the State as well as a variety of other criminal cases. The law enforcement education section offers programs of continuing legal education for police officers and prosecutors, publishes a bulletin alert, which focuses on law enforcement trends, recent cases and recent changes in law and publishes a law enforcement officer's manual which serves as a text and a reference for legal questions relating to law enforcement duties.

The Chief Medical Examiner is appointed by the Governor for a term of 7 years and his office was transferred to the Attorney General's Department by the Legislature in 1974. The Chief Medical Examiner is responsible for discovering the cause and manner of death in a variety of circumstances such as death by violence and deaths unattended by a physician. In addition, autopsies are either carried out or authorized by this office.

## B. AUDITOR

The main job of this department is to examine annually the financial records of the many parts of state, county and municipal government in order to verify their accuracy. The results of these audits are reported to the Governor and Legislature each year.

The State Auditor, the Chief Administrative Officer of the Department of Audit, is elected by the Legislature for a term of four years. The last election was held in 1977, so the 110th Legislature will elect a new State Auditor.

The Department of Audit is organized into two bureaus: The Departmental Bureau and the Municipal Bureau.

### 1. Departmental

Bureau: This bureau performs audits on all the accounts and other financial records of State Government. Audits of claims for Federal Disaster Relief are also handled by this bureau.

### 2. Municipal

Bureau: The accounts of cities, towns, counties and the district courts are reviewed by this bureau. The fees charged for these audits make this bureau nearly self-supporting.

## C. TREASURER

The State Treasurer, the administrative head of the Office of Treasurer of State, is elected every 2 years by the Legislature. The treasury receives all moneys flowing to the State from all sources. Excess state funds are invested, but are limited by law to Federal Government obligations, certificates of deposit, time deposits and repurchase agreements.

The department also acts as the prime initiator of bond sales by the State. At regular intervals bonds from various state departments are assembled and the call for bids is made.

The treasurer prepares monthly statements presenting the amount and location of all state deposits and also compiles an annual report to the Governor and Legislature.

#### D. SECRETARY OF STATE

The Secretary of State is elected by the Legislature every two years and maintains all records of the State. In addition to serving as secretary to the Governor the Secretary engrosses all bills and preserves the records of all acts of the Legislature. As Chief Administrative Officer, the Secretary supervises all units of the department.

The department consists of the following divisions.

1. Elections Division: From nomination papers to recounts, the many provisions of all state laws and federal election laws pertaining to Maine are administered by this division. Recent legislation has added closer campaign spending oversight to the duties of this division.
2. Administrative Procedures Officer: This office maintains and oversees the administrative rules and regulations of the various state agencies.
3. Motor Vehicle Division: The licensing, registration and titling of all motor vehicles are the main duties of this division. When motor vehicle laws are violated, the division holds hearings and may suspend or revoke licenses.
4. Corporation Division: All charter documents and annual reports of corporations required to register under Maine law are filed by this division.
5. U.C.C. Division: This division handles filings and the recording of notices of credit transactions required under the Uniform Commercial Code.
6. Lobbyist Registration Division: This division handles the registration of lobbyists within the state and the maintenance of related records.
7. Administration Division: This division preserves the records of many state bodies and agencies as well as handling the administrative functions of the department and many miscellaneous filing requirements.
8. Maine State Archives: The Archives manages and preserves the permanent records of the State and assists all branches and levels of government in the development of record-keeping techniques. A major effort of the division is to maintain and encourage easy public access to state records.

9. Medical Advisory Committee: The Medical Advisory Committee was created to advise the Secretary of State on medical criteria and vision standards in relation to drivers licensing.
10. Advisory and Review Board on Driver Licensing: The Advisory and Review Board on Driver Licensing is authorized to promote highway safety by assisting the Secretary of State in the promulgation of procedures, rules and regulations relating to motor vehicle operators and operation.

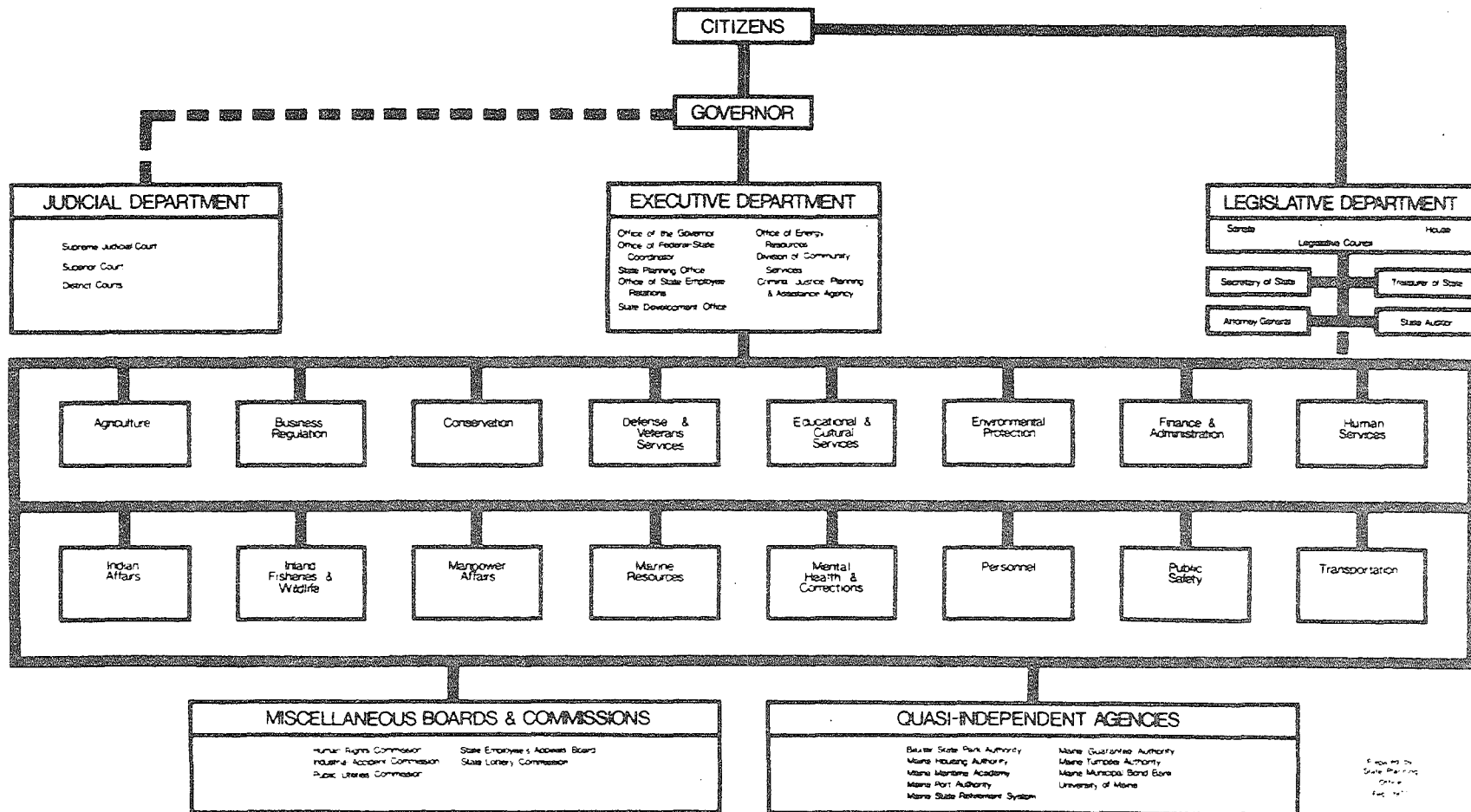
PART V

ORGANIZATIONAL CHART OF STATE GOVERNMENT



**STATE OF MAINE**  
**ORGANIZATION CHART OF STATE GOVERNMENT**  
 Based on Elective or Appointive Line of Authority

Major State Agencies



Revised by  
 State Planning  
 Office  
 Aug. 1977





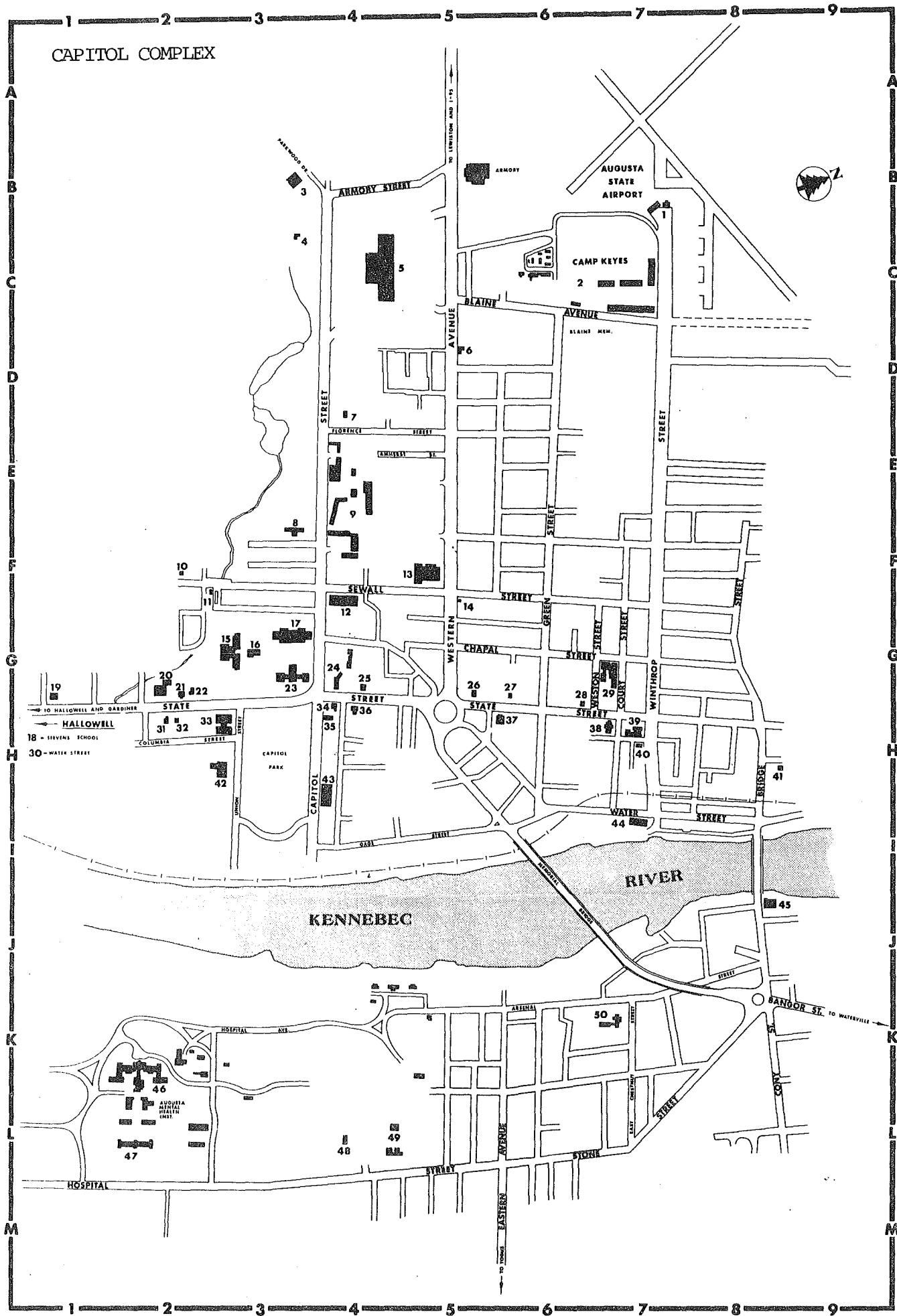
PART VI  
CHARTS OF SELECTED  
STATE AGENCIES



This section contains three basic charts: One showing the location of selected state agencies in the Capitol Complex, one showing the location of selected state agencies in the Statehouse, and one showing the location of selected state agencies in the State Office Building. The locations on the maps of the Capitol Complex are, as far as is known, accurate as to November 19, 1976. However, as many state agencies have since shifted their locations, agencies moving after November, 1976 may be at a different location than ones shown here.

#### Key System on Charts of the Statehouse and State Office Building

The charts showing the Statehouse and the State Office Building are arranged by floors. The number found on the key at the bottom of each chart is the number of the room where the agency shown on the key can be found.



CAPITOL COMPLEX

TO HALLOWELL AND GARDINER  
HALLOWELL  
18 - SEVENA SCHOOL  
30 - WATER STREET

HOSPITAL

EASTERN AVENUE  
TO DOWNS

Directory of Public  
Buildings

Directory of  
State Agencies

<u>Building</u>	<u>Location</u>	<u>Agency</u>	<u>Bldg. No.</u>
1. Airport Terminal	B6	Accounts & Control	17
2. Camp Keyes	C6	Adjutant General	2
3. 11 Parkwood Drive	B3	Aeronautics	1
4. 220 Capitol Street	C3	Agriculture	17
5. Capitol Shopping Center	C4	Alcoholic Beverages	30
6. 99 Western Avenue	D5	Archives	15
7. 151 Capitol Street	D4	Arts & Humanities	20
8. Fish & Wildlife Ware- house	E3	Attorney General	23
9. Highway Garage	F4	Audit	17
10. 128 Sewall Street	F2	Augusta Mental Health Inst.	46
11. Employees Credit Union	F2	Banks & Banking	17
12. State Parking Garage	F4	Barbers, Board of	26
13. Federal Building	F5	Baxter State Park	27
14. 31 Western Avenue	F5	Boxing Commission	17
15. Cultural Building	G3	Budget	17
16. Education Building	G3	Business Regulation	17
17. State Office Building	G3	Central Computer Services	17
18. Stevens School, Hallowell	--	Civil Emergency Preparedness	17
19. 284 State Street	G1	Commission for Women	17
20. 242 State Street	G1	Community Services	18
21. 236 State Street	G2	Conservation	47
22. 234 State Street	G2	Consumer Protection	17
23. State House	G3	Cosmetology	5
24. Blaine House	G4	Criminal Justice Planning	3
25. 184 State Street	G4	Development	34
26. 154 State Street	G5	Education	16
27. 146 State Street	G5	Electrician's Exam. Board	18
28. 122 State Street	G6	Employee's Credit Union	11
29. Vickery-Hill Building	G7	Employee Relations	17
30. 10 Water St., Hallowell	--	Employment Security Comm.	42
31. 239 State Street	H2	Energy Resources	44
32. 235 State Street	H2	Environmental Protection	47
33. Human Services Bldg.	H3	Executive	23
34. 193 State Street	H4	Finance & Administration	17
35. 53-55 Capitol Street	H4	Fire Marshall	6
36. 189 State Street	H4	Forestry	47
37. District Court	H5	Geology	47
38. County Jail	H7	Governor's Office	23
39. County Court House	H7	Guarantee Authority	28
40. 32 Winthrop Street	H7	Highway Safety	43
41. 8 Crosby Street	H8	Historic Preservation	20
42. Employment Security	H3	Housing Authority	10
43. Transportation Bldg.	H4	Hospital Services	6
44. 295 Water Street	I7	Human Rights Commission	18
45. City Hall	J8	Human Services	33
46. Mental Health Inst.	K2	Indian Affairs	17
47. Ray Building	L2	Industrial Accident	17
48. Entomology Lab	L4	Inland Fisheries & Wildlife	19
49. Public Safety	L4	Insurance	17
50. General Hospital	K7	Insurance Advisory Board	17
		Labor	17

Directory of  
State Agencies

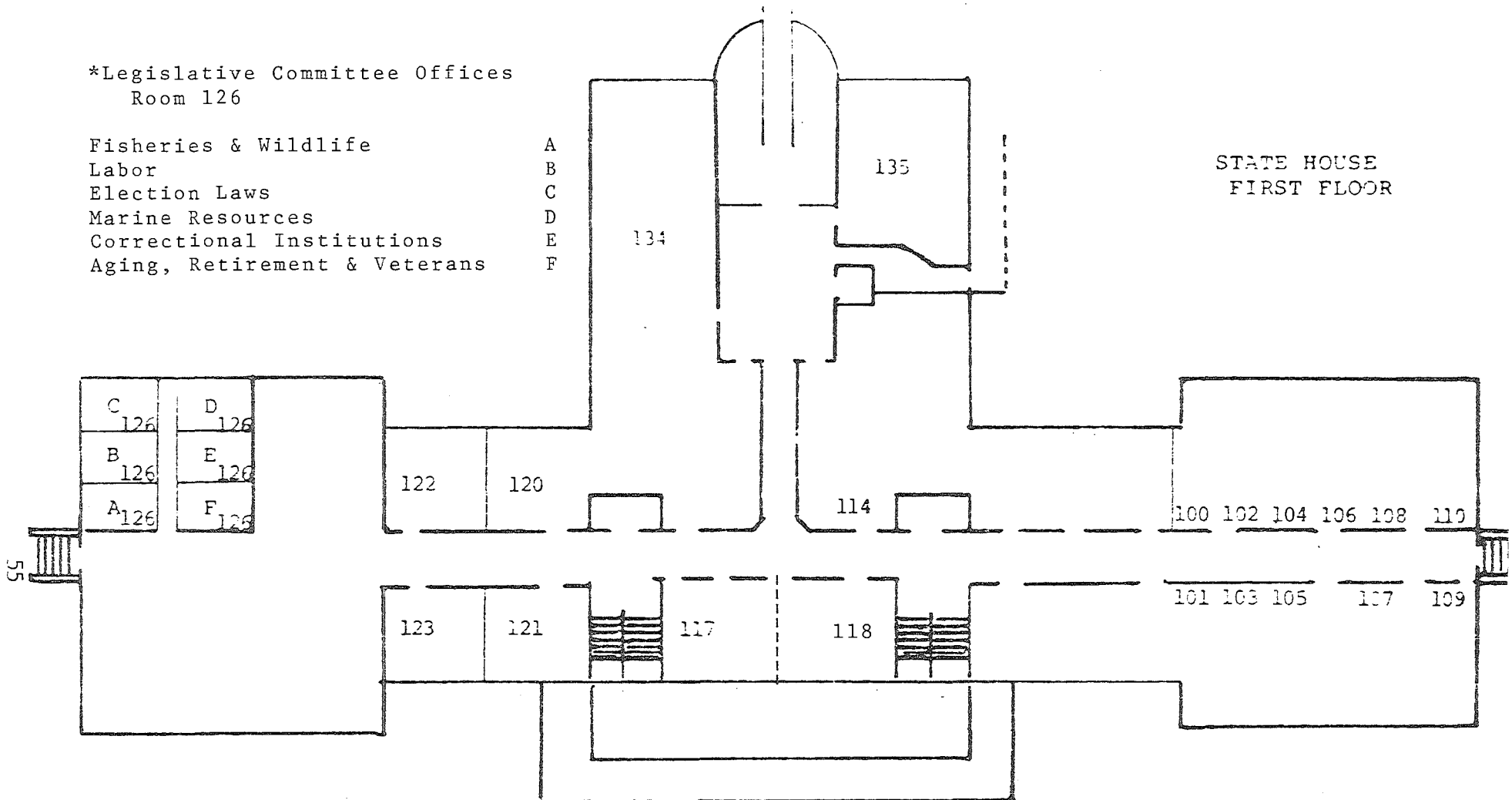
<u>Agency</u>	<u>Bldg. No.</u>
Labor Relations Board	17
Land Use Regulation Commission	47
Law & Legis. Ref. Library	23
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STATE HOUSE  
FIRST FLOOR



Attorney General  
Criminal Division  
Attorney General  
Men's Room  
Ladies' Room  
Snack Bar

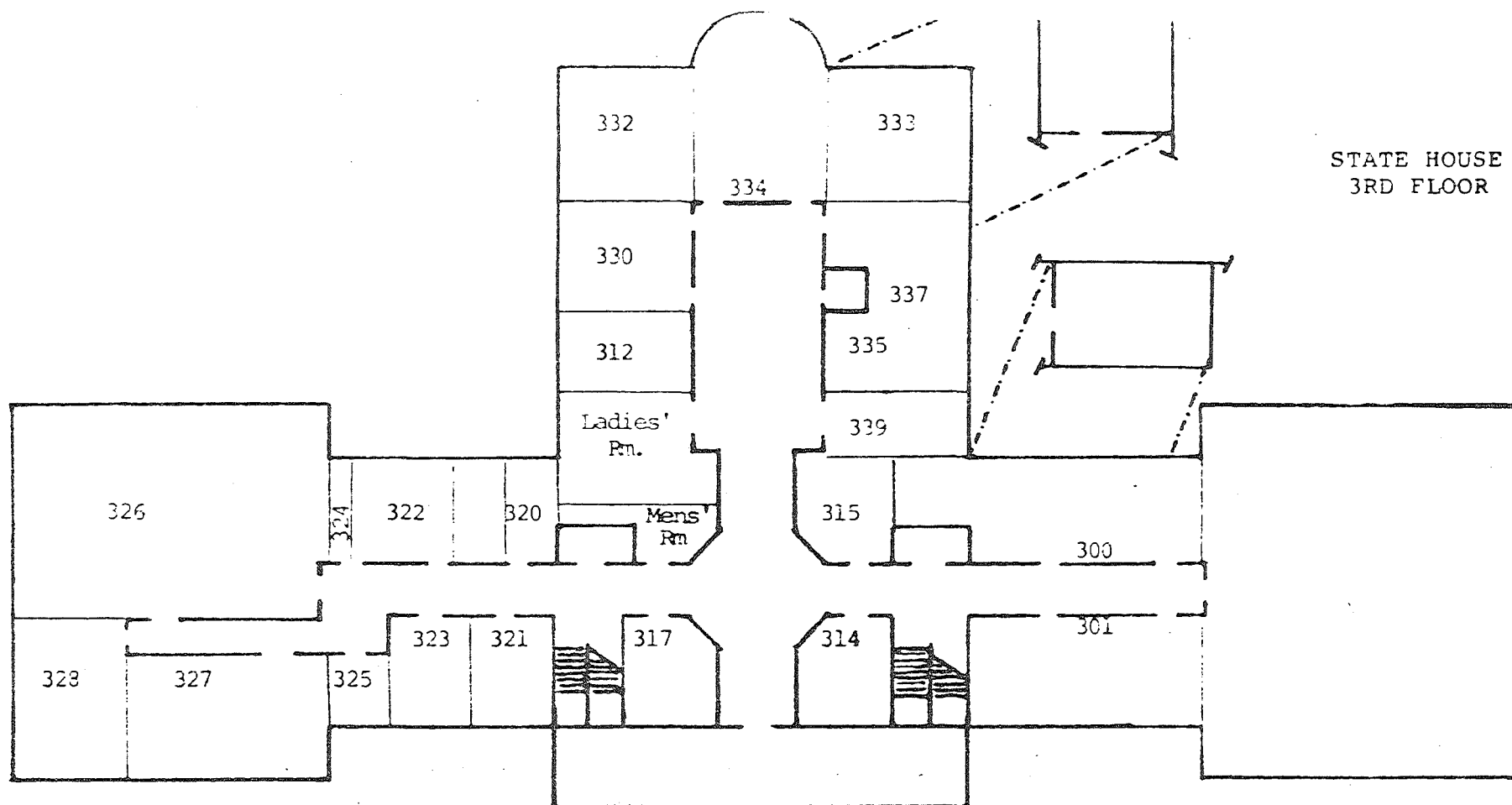
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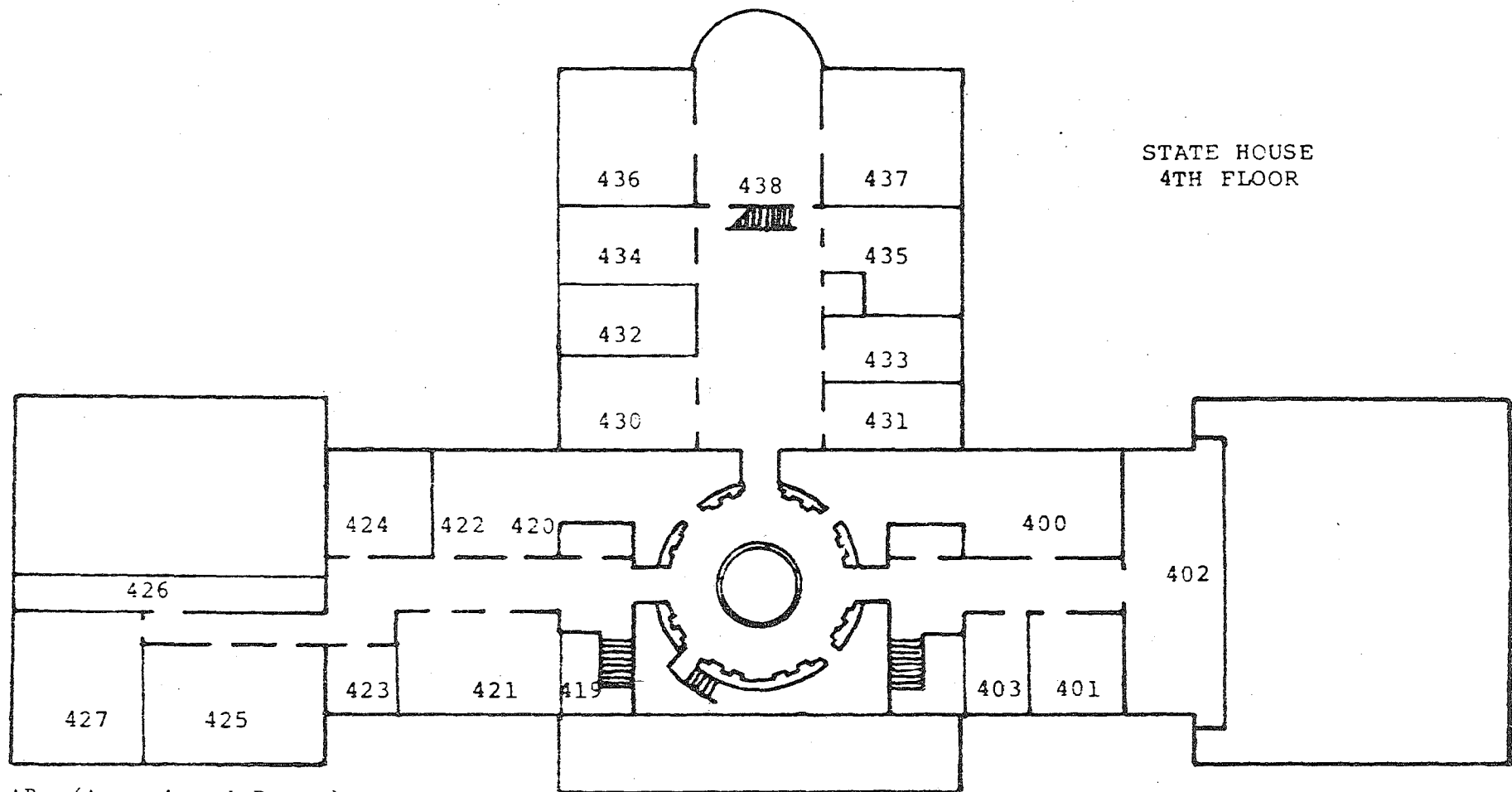


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STATE HOUSE  
4TH FLOOR

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Bangor Daily News

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Ladies' Room  
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Senate Stenos

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House Reporters

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Health and Institutional  
Services

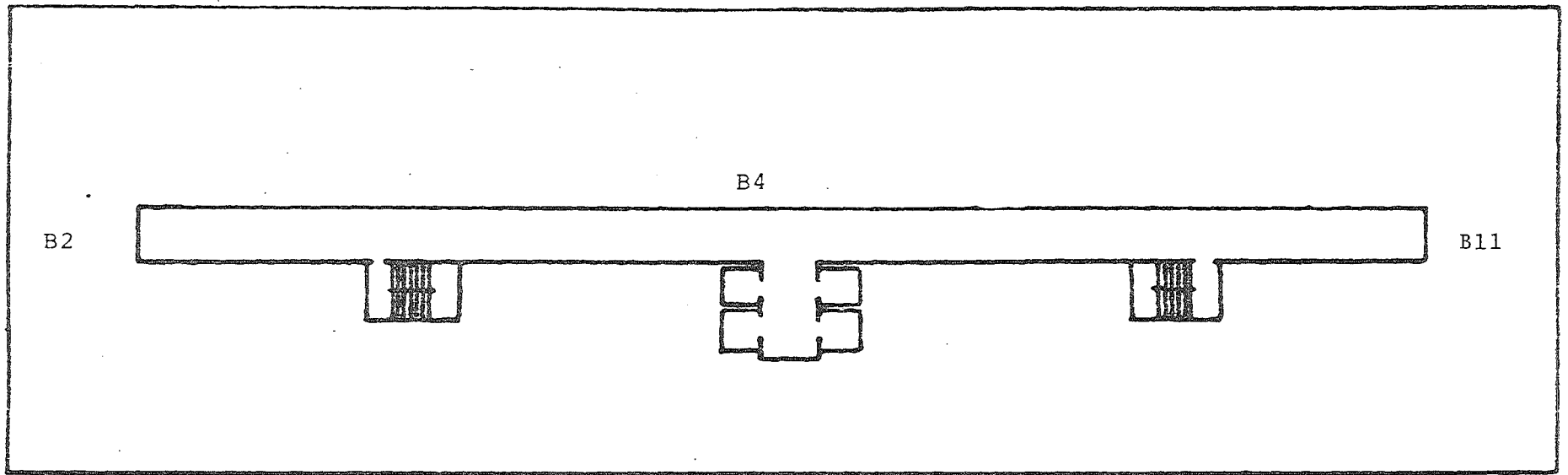
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# STATE OFFICE BUILDING

## BASEMENT

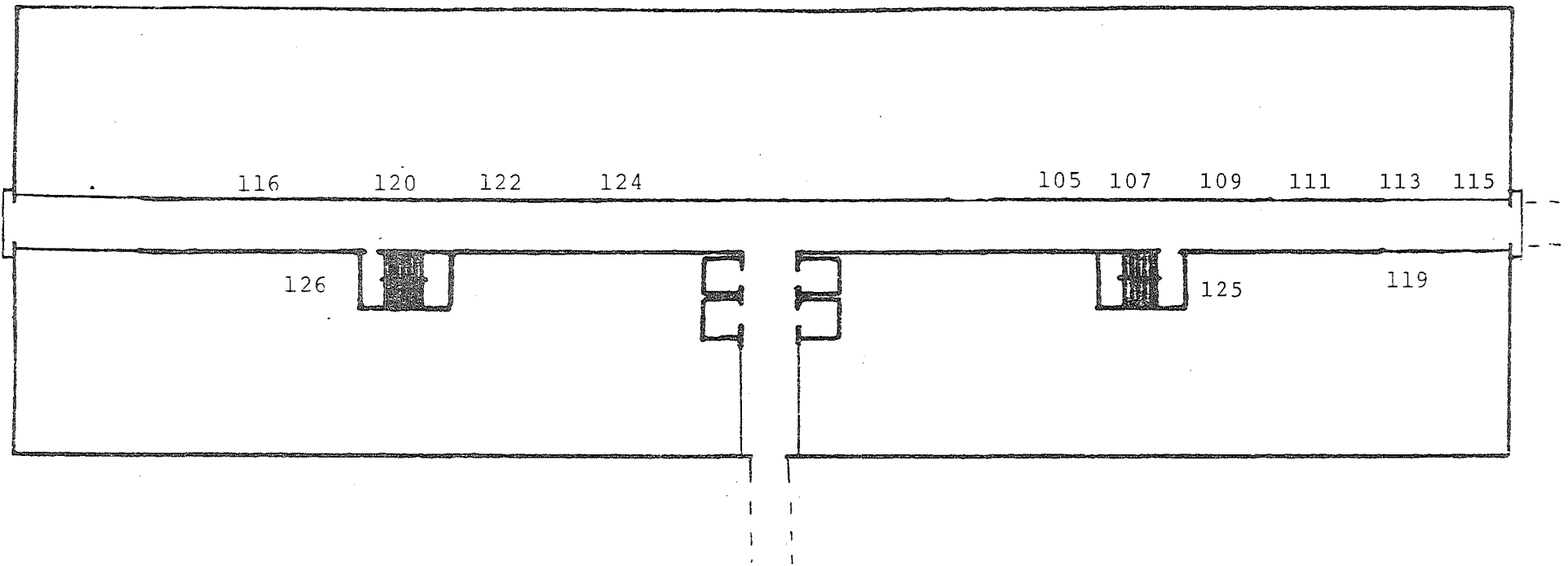
Civil Emergency Preparedness  
 U.S.D.A., State Defense Board Resources  
 Defense and Veterans Services  
 Central Administration

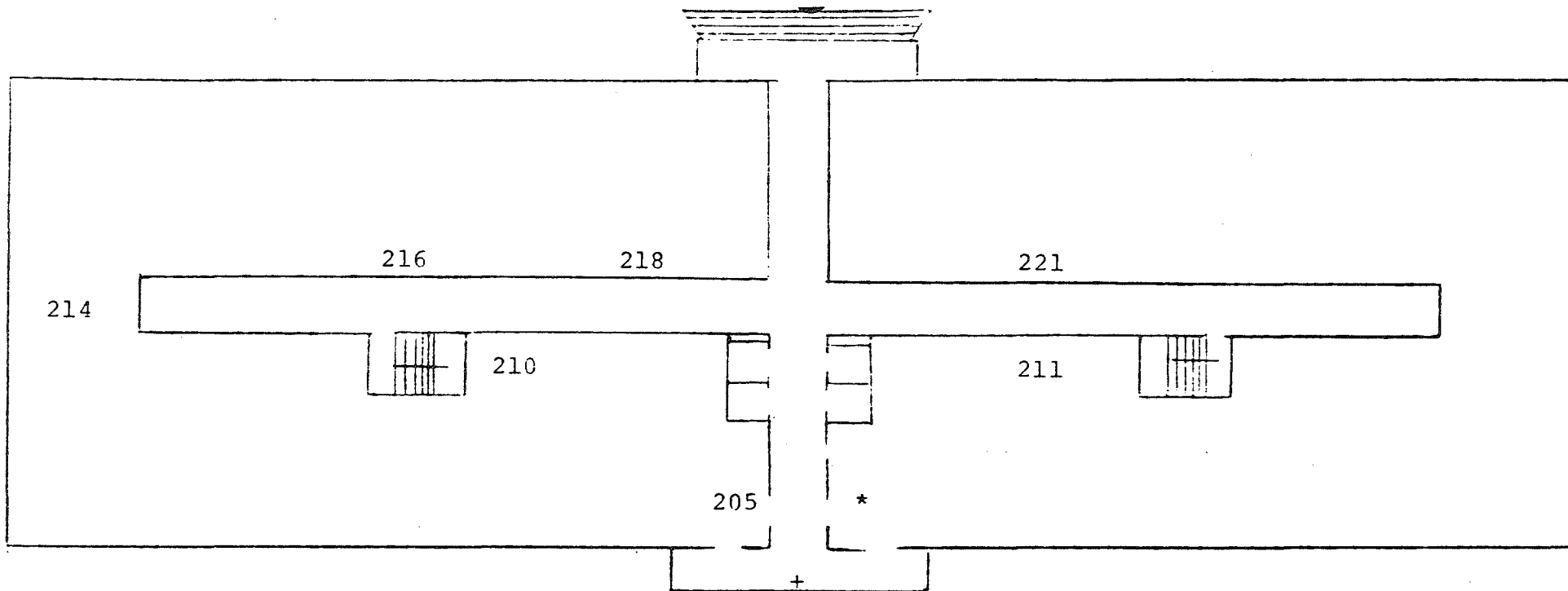
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## STATE OFFICE BUILDING

## FIRST FLOOR

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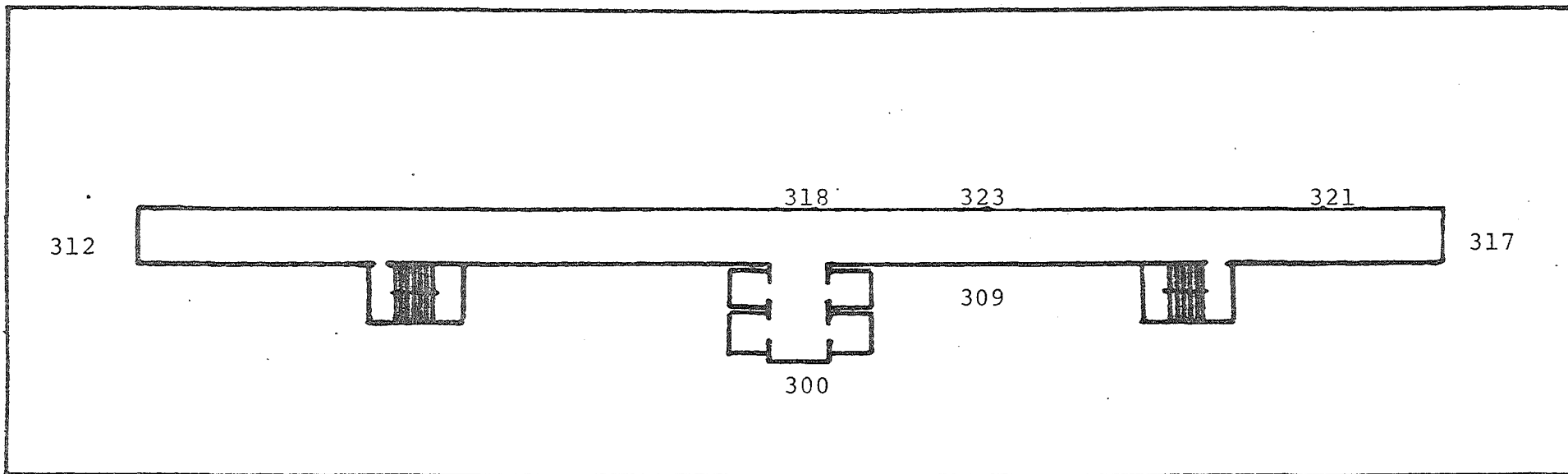


# STATE OFFICE BUILDING

## SECOND FLOOR

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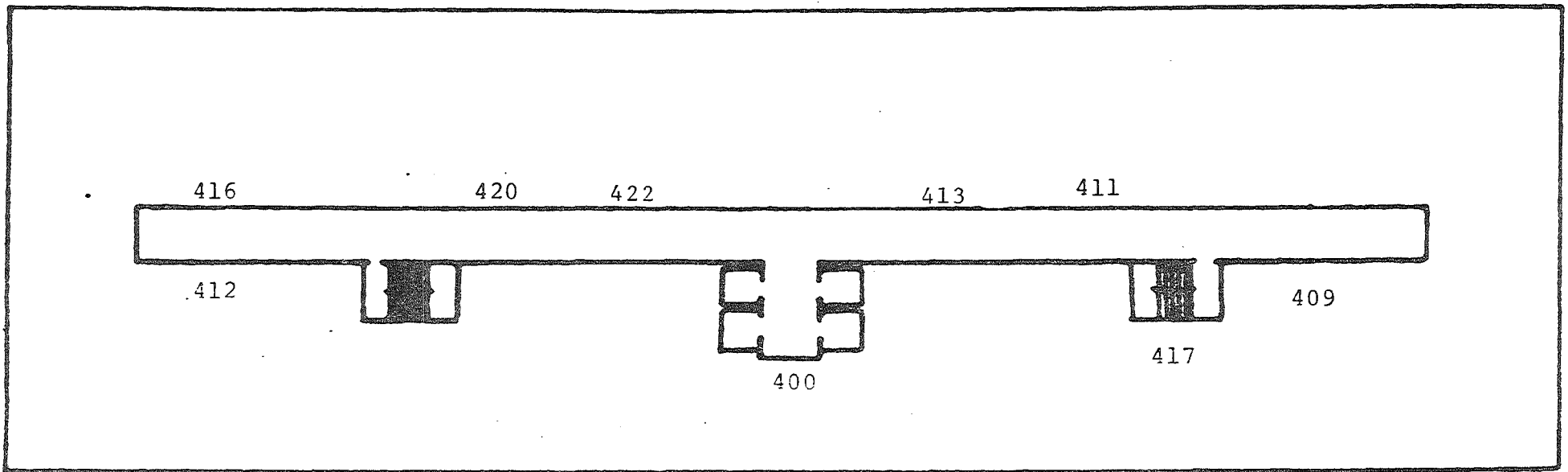


STATE OFFICE BUILDING

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Taxation - Audit Division	321
Accounts & Control	300
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Finance & Administration	317
Bureau of the Budget	323



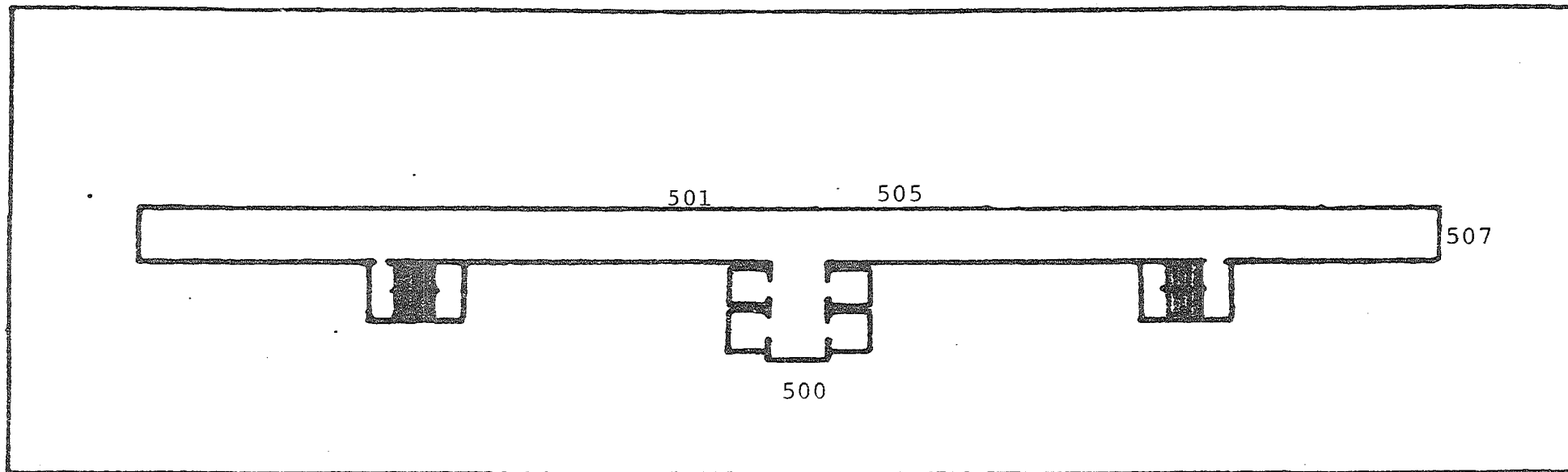
# STATE OFFICE BUILDING

## FOURTH FLOOR

Mental Health & Corrections 411  
 Finance & Administration  
     Administrative Services 413  
 Central Computer Systems & Program 412

Retirement 416  
 Energy Audit Program 420  
 Maine Insurance Advisory Board 422





STATE OFFICE BUILDING

FIFTH FLOOR

Taxation - State Tax Assessor

500

Attorney General

Mental Health & Corrections

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Consumer Fraud & Anti-trust

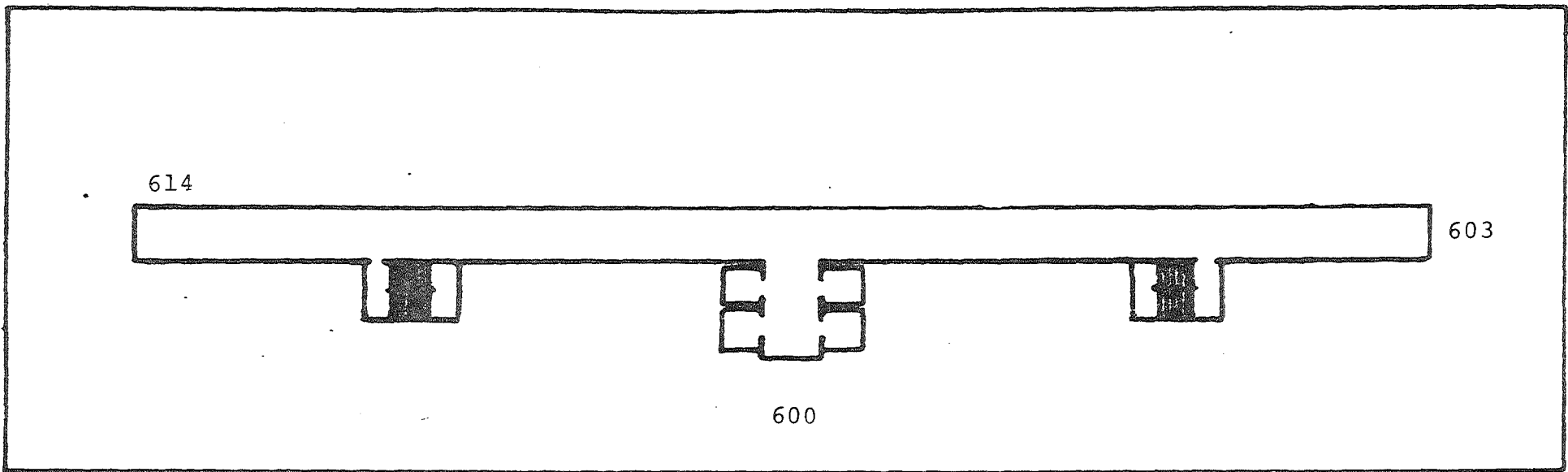
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Natural Resources

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Taxation

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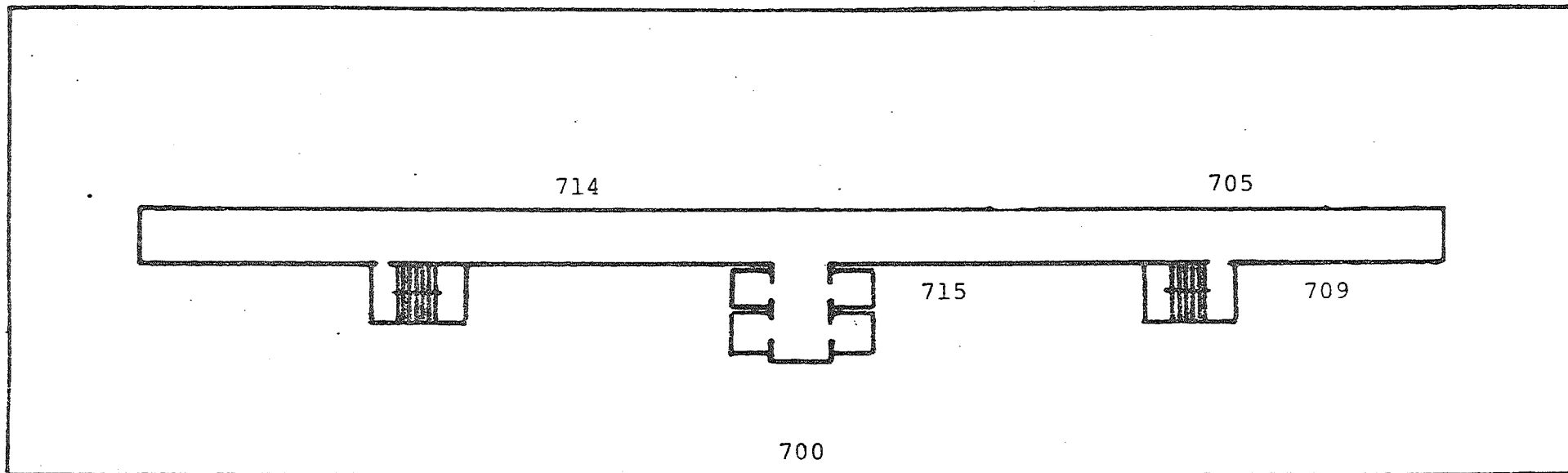


# STATE OFFICE BUILDING

## SIXTH FLOOR

Agriculture Department 600  
 Common door to:  
   Indian Relations 603  
   Bangs Lab  
   Public Employees Relations to  
   Board 611

Labor 614



STATE OFFICE BUILDING

SEVENTH FLOOR

Audit, Department of  
Hearing Room  
Attorney General/  
Chief Medical Examiner

700  
705  
709

Workers' Compensation Commission  
Penthouse

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PART VII

SELECTED TELEPHONE NUMBERS



This section of The Legislator's Guide contains selected telephone numbers of state agency offices and personnel not found in the Maine Departmental Telephone Directory or the Maine State Government Reference Manual.

In addition, this section contains the telephone number of the Federal Regional Council of New England Hotline, which will provide information about United States Government Programs.

#### ENVIRONMENTAL PROTECTION

Citizens' Environmental Assistance Service

1-800-452-1942

DEPARTMENT OF DEFENSE AND VETERANS' SERVICES

BUREAU OF VETERANS SERVICES

Dick DeRocher, Claims Specialist  
Veterans Administration  
Togus, Maine 04330  
Tele. 289-2041

Harold M. Sanborn, Veterans Counselor  
987 Forest Avenue  
Portland, Maine 04103  
Tele. 797-4697

Marc A. Nadeau, Veterans Counselor  
460 Main Street  
Lewiston, Maine 04240  
Tele. 782-9692

Forest G. Austin, Veterans Counselor  
356 Main Street  
Rockland, Maine 04841  
Tele. 594-5705

John G. Weaver, Veterans Counselor  
Philip McTigue, Veterans Counselor  
Bureau of Veterans Services  
National Guard Armory  
647 Main Street  
Bangor, Maine 04401  
Tele. 947-0548

Jere G. Moynihan, Veterans Counselor  
Bureau of Veterans Services  
Sullivan Block  
Machias, Maine 04654  
Tele. 255-3136

Clement Lynch, Veterans Counselor  
General Carter Armory  
55 Riverview Avenue  
Caribou, Maine 04736  
Tele. 496-2391

Leo G. Trahan, Veterans Counselor  
Camp Keyes  
Augusta, Maine 04333  
Tele. 289-3441





LOCAL OFFICE DIRECTORY

LOCATION	MODS NO.	TELEPHONE	JS MANAGER	UC MANAGER	STREET ADDRESS	P.O. BOX	ZIP CO
AUGUSTA (JS)	0001	289-2601	Robert Burgess		220 Capitol Street	860	04330
AUGUSTA (WIN)	0023	289-2366	Gregory DeWitt		Capitol Shopping Ctr.	749	04330
AUGUSTA (UI)		289-2241		Paul P. Gagnon	220 Capitol Street	860	04330
AUGUSTA (INTERSTATE)		289-2776		Richard J. Bonefant	73 Winthrop Street	P	04330
BANGOR (APPEALS)		942-6351			45 Oak Street		04401
BANGOR (L.O.)	0002	942-6351	James H. Barrett	Paul C. Caron	45 Oak Street		04401
BANGOR (WIN)	0022	942-6351	David B. MacDonald		45 Oak Street	811	04401
BANGOR (MRD) <u>2/</u>		942-6351	Richard Rechholtz		45 Oak Street		04401
BELFAST <u>1/</u>	0018	338-1755	Lorraine Richardson-Bowie		44 Main St.	412	04915
BIDDEFORD	0004	282-1581	Richard A. Hodgdon-Therese Armstrong		64 Alfred Street	343	04005
BRUNSWICK	0003	443-5536	G. David Hill	Carol L. Webb	310 Bath Road	370	04011
CALAIS	0005	454-7551	Everett Webb	Lawrence R. Lane	171 Main Street	415	04610
DOVER-FOXCROFT	0042	564-8358	D. Alan Coy		86 Union Square	346	04426
ELLSWORTH	0015	667-2554	Fulton B. Weed	Marion R. Hodgkins	75 Washington St.	1100	04605
FARMINGTON <u>1/</u>	0007	778-6321	Marion L. Leso		Mt. Blue Shopping Ctr	492	04294
HOULTON <u>1/</u>	0061	532-9416	Robert Lyons		Wilton 3 Mechanic St.	580	04730
LEWISTON (L.O.)	0008	783-9171	Robert R. Saindon	Paul P. D'Amboise	522 Lisbon Street	441	04240
LEWISTON (WIN)	0021	783-1451	Leslie M. Edmonston		305 Park Street	1288	04240
LEWISTON (MRD) <u>2/</u>		783-9171	Gerard Dennison		522 Lisbon Street		04240
MACHIAS	0051	255-3428	Michael P. Sabbattus		Lower Main St.	382	04654
MADAWASKA	0062	728-6312	John A. Young	Anton Topole	441 E. Main Street	194	04756
PORTLAND (APPEALS)		775-4141			105 Elm Street	3574	04104
PORTLAND (L.O.)	0009	775-4141	Gary E. Whitney	Peter L. McMann	105 Elm Street	3574	04104
PORTLAND (WIN)	0020	775-4141	John S. McKenney		107 Elm Street	8480	04104
PORTLAND (MRD) <u>2/</u>		775-4141	Michael Donahue		107 Elm Street		04104
PRESQUE ISLE (L.O.)	0006	764-0351	Daniel Fongemie	Emmett D. Ross	60 State Street	1088	04769
PRESQUE ISLE (WIN)	0026	764-3731	Luther L. Lovely		499 Main Street		04769
ROCKLAND	0010	594-9551	Stanley Piecuch	Howard N. Butler	235 Park Street	883	04841
ROCKLAND (WIN)	0025	594-5584	Morton A. Lamb		349 Main Street	925	04841

LOCAL OFFICE DIRECTORY - Cont

<u>LOCATION</u>	<u>MODS NO.</u>	<u>TELEPHONE</u>	<u>JS MANAGER</u>	<u>UC MANAGER</u>	<u>STREET ADDRESS</u>	<u>P.O. BOX</u>	<u>ZIP COD</u>
RUMFORD	0011	364-3716	Paul E. Michel	Linwood C. Newell	35 Congress Street		04276
SACO (WIN)	0024	282-7577	Charles Blood		19 Common Street	47	04072
SANFORD	0012	324-5460	Stephen Griffin	Wayne E. Perkins	63 Main Street	11	04073
SKOWHEGAN	0013	474-5111	Richard Nickerson	Janet M. McGowan	114 Madison Avenue		04976
SOUTH PARIS <u>1/</u>	0081	743-5916	Malcolm McDowell		Corner of Main & Pine Streets	302	04281
WATERVILLE	0014	872-5513	Warren Maxim	Richard Fitzherbert	28 College Avenue	299	04901

1/ JOB SERVICE ONLY

2/ OUTSTATIONED MANPOWER RESEARCH ANALYST

MAINE DEPARTMENT OF INLAND FISHERIES AND WILDLIFE  
284 State Street  
Augusta, Maine 04333

September 1980

ADMINISTRATION

Glenn H. Manuel, Commissioner  
73 Elm St., Gardiner, ME 04345  
Of: 289-3371

J. William Peppard, Deputy Commissioner  
Holden Rd., East Holden, ME 04429  
Of: 289-3371

Janet Potter, Admin. Sec'y - 289-3371

Dorothy Beaulieu, Sec'y - 289-3371

BUSINESS OFFICE

Peter C. Brazier, Business Manager  
RFD #2, Waldoboro, ME 04572  
Of: 289-2571 - Hm: 832-7603

Judy Holden, Sec'y - 289-2571

ENGINEERING DIVISION

Clayton G. Grant, Chief  
Belgrade Lakes, ME 04918  
Of: 289-2571 - Hm: 495-3359  
Judy Holden, Sec'y - 289-2571

G. Donald Taylor  
63 High St., Winthrop, ME 04364  
Hm: 377-8261

Kempton Hescocock  
12 Abenaki Rd., Augusta, ME 04330  
Hm: 622-9917

Dana Holmes  
21 Cottage Ave., Bangor, ME 04401  
Hm: 947-6268

Howard Crummet  
RFD 2, Coopers Mills, ME 04341  
Hm: 549-7852

Steve Kibbin  
RFD 2, Coopers Mills, ME 04341  
Hm: 549-5951

FISHERIES DIVISION

Lyndon H. Bond, Chief  
49 Quimby St., Augusta, ME 04330  
Of: 289-3651 - Hm: 622-3489

Robert E. Foye, Asst. Chief  
Summer Haven, Augusta, ME 04330  
Of: 289-3651 - Hm: 622-2578

Diane Letteney, Sec'y - 289-3651

HATCHERY DIVISION

David O. Locke, Supt. Hatcheries  
P.O. Box 144, So. Gardiner, ME 04359  
Of: 289-3651 - Hm: 582-2731

PLANNING DIVISION

Kenneth H. Anderson, Director  
21 Fairview St., Gardiner, ME 04345  
Of: 289-3286 - Hm: 582-2474

Frederick B. Hurley, Jr., Wildlife  
Resource Planner; Morrison Heights,  
Wayne, ME 04284  
Of: 289-3286 - Hm: 685-3523

Owen C. Fenderson, Fisheries  
Resource Planner, 27 Mainwood Ave.,  
Orono, Maine 04473  
Of: 947-8627 - Hm: 866-4076

Cecile Sibley, Sec'y - 289-3286

PLANNING - Cont.

Charles F. Ritzi, Environmental Coordi-  
nator, RFD #2, Winthrop, ME 04264  
Of: 289-3286 - Hm: 377-2470

Vesta Golden, Sec'y - 289-3286

Arthur F. Ritter, Bio. Computer Pro.  
RFD, Tucker, Rd., Wayne, ME 04284  
Of: 289-3286 - Hm: 685-3654

PUBLIC INFORMATION DIVISION

W. Thomas Shoener, Director  
RFD #1, Box 193, Litchfield, ME 04350  
Of: 289-2871 - Hm: 268-4170

Thomas J. Chamberlain, Informational Rep.  
16 Lambard Rd., Apt. 104, Augusta, ME  
Of: 289-2871 - Hm: 622-9147

Thomas L. Carbone, Photographer  
14 Wood St., Skowhegan, ME 04976  
Of: 289-2871 - Hm: 474-2874

Pat Hogan & Norma Layne, Clerks - 289-2871

REGULATIONS DIVISION

William C. Mincher, Director  
53 Longwood Ave., Augusta, ME 04330  
Of: 289-2871 - Hm: 622-6783

MAINE DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

REALTY DIVISION

Richard B. Parks, Chief  
So. Harpswell, ME 04079  
Of: 289-3371 - Hm: 725-4784

Henry Sleeper, Realty Agent  
115 Talbot Ave., Rockland, ME 04841  
Of: 289-3371 - Hm: 596-6983

Bruce Lincoln, Realty Agent  
Peaks Island, Portland, ME 04108  
Scarborough Office (04074)  
Of: 883-5108 - Hm: 766-3313

Forrest Smart  
Milo, ME 04463  
Hm: 943-2276

Nancy Coan, Sec'y - 289-3371  
-----

RECREATIONAL SAFETY & REGISTRATION

Lorenzo J. Gaudreau, Director  
30 Roberta St., Hallowell, ME 04347  
Of: 289-2766 - Hm: 582-1572

Sandra L. Marks, Sec'y - 289-2766

Gareth S. Anderson, Safety Officer  
RFD #2, Brunswick, ME 04011  
Of: 289-2571 - Hm: 725-2775

Pauline C. Harrington, Sec'y - 289-2571  
-----

WARDEN SERVICE

Col. Alanson B. Noble  
Oxford Rd., Otisfield, ME 04270  
Of: 289-2766 - Hm: 539-4027

Major Russell E. Dyer  
RFD, Box 68A, Freeport, ME 04032  
Of: 289-2766 - Hm: 865-4448

Susan Lajoie, Sec'y - 289-2766  
-----

WILDLIFE DIVISION

Robert W. Boettger, Chief  
RFD #1, Mt. Vernon, ME 04352  
Of: 289-3651 - Hm: 293-2581

Lee E. Perry, Asst. Chief  
Ridge Rd., RFD, Monmouth, ME 04259  
Of: 289-3651 - Hm: 933-4144

Nancy LaCasce, Sec'y - 289-3651  
-----

FISHERIES DIVISION PERSONNEL

Lyndon H. Bond, chief	284 State St., Augusta, ME 04333	289-3651
	49 Quimby St., Augusta, ME 04330	622-3489
Robert E. Foye, Assistant Chief	284 State St., Augusta, ME 04333	289-3651
	Summer Haven, Augusta, ME 04330	622-2578
Diane Letteney, Sec'y	284 State St., Augusta, ME 04333	289-3651

---

PROJECT PERSONNEL

BANGOR - 34 Idaho Ave., Bangor, ME 04401 947-8627

Kendall Warner, Senior Res. Biologist	86 Forest Ave., Orono, ME 04473	866-5675
Philip S. Andrews, Res. Biologist	Box 121, Hampden, ME 04444	862-3631
Frederick W. Kircheis, Res. Biologist	RFD #1, Box 187, Carmel, ME 04419	848-3797
Keith A. Havey, Res. Biologist	Box 25 MRC, Bangor, ME 04401	862-3376
C. Leslie Smith, Fish Technician	Mt. Desert, ME 04660	244-3775
Joyce P. Nisbett, Sec'y	34 Idaho Avenue, Bangor, ME 04401	947-8627

---

SEBAGO - Box 570, U.S. Rt. 1, Scarborough, ME 04074 883-5106

Stuart E. DeRoche, Reg. Biologist	34 Lawn Ave., Gorham, ME 04038	839-4969
Urban D. Pierce, Jr., Biologist	P.O. Box 187, West Buxton, ME 04093	642-3595
Richard P. Arsenaault, Biologist	RFD #5, Box 190, Gorham, ME 04038 (Bar Mills)	727-3880

---

BELGRADE - 8 Federal Street, Augusta, ME 04330 289-2535

J. Dennis McNeish, Reg. Biologist	5 Pits St., Winthrop, ME 04364	377-8434
William Woodward, Biologist	32 Johnson St., Box 186, So. Gardiner, ME 04359	582-1849

---

GRAND LAKE - Water St., Machias, ME 04654 255-3266

Ronald K. Brokaw, Reg. Biologist	Gardner Ave., Machias, ME 04654	255-3998
Richard M. Jordan, Biologist	Machiasport, ME 04654	259-7789

---

RANGELEY RFD #3, Box 3790, Farmington, ME 04938 778-3322

Raymond A. DeSandre, Reg. Biologist	RFD #1, Strong, ME 04983	684-3172
Forrest R. Bonney, Biologist	3 Cape Cod Hill Rd., New Sharon, ME 04955	778-4167

---

## FISHERIES - Cont.

MOOSEHEAD - Greenville, ME 04441 695-2810

Roger P. AuClair, Reg. Biologist	P.O. Box 146, Rockwood, ME 04478	534-7715
Paul R. Johnson, Biologist	Box 621, Greenville, ME 04441	695-2263
Scott A. Roy, Biologist	Box 233, Greenville, ME 04441	695-2738

PENOBSCOT - Enfield Fish Hatchery, Box 66, Enfield, ME 04433 732-3234

Steven A. Timpano, Reg. Biologist	P.O. Box 66, Enfield, ME 04433	732-4384
Michael R. Smith, Biologist	Star Route, Lowell, Enfield, ME 04433	732-3772

FISH RIVER LAKES - P.O. Box 416, Ashland, ME 04732 ~~435-3241~~  
435-3231

Peter M. Bourque, Reg. Biologist	Ashland, ME 04732	435-6343
David J. Basley, Biologist	Ashland, ME 04732	435-3601

ATLANTIC SEA RUN SALMON COMMISSION

## COMMISSION MEMBERS:

Glenn H. Manuel, Chairman, Dept. Inland Fish & Wildlife, Augusta, ME 04333	(207) 289-3371
Spencer Apollonio, Commissioner, Dept. Marine Resources, Augusta, ME 04333	289-2291

Joe Floyd, Public Member, 100 Broadway, Bangor, ME 04401	947-0313
--	----------

COMMISSION HEADQUARTERS: 34 Idaho Ave., Bangor, ME 04401	947-8627/8628
--	---------------

REGIONAL OFFICES: 34 Idaho Ave., Bangor, ME 04401	947-8627
Water St., Machias, ME 04654	255-3266

STAFF

Alfred L. Meister, Chief Biologist, Old Town, ME 04468	827-3552
--	----------

Edward Baum, Regional Biologist, RFD #2, Carmel, ME 04419	848-3435
---	----------

Kenneth Beland, Regional Biologist, Rte. 1, E. Machias, ME 04654	255-6545
--	----------

Norman R. Dube, Biologist, Brewer, ME 04412	989-1841
---	----------

Fred Trasko, Fishery Technician, Box 150AA Star Rte., Bucksport, ME 04416	469-2315
---	----------

<u>Joyce P. Nisbett, Secretary, Brewer, ME 04412</u>	<u>989-3925</u>
--	-----------------

GREEN LAKE NATIONAL FISH HATCHERY, RFD #4, Box 235, Ellsworth, ME 04605	667-9531
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<u>CRAIG BROOK NATIONAL FISH HATCHERY, East Orland, ME 04472</u>	<u>469-2803/7300</u>
--	----------------------

HATCHERY DIVISION

David O. Locke, Supt. of Hatcheries  
P.O. Box 144, So. Gardiner, ME 04359  
Office: 289-3651 - Home: 582-2731

CASCO FISH HATCHERY

Casco, Maine 04015 (627-4358)

Edward L. Nadeau, Foreman - 627-4358  
Bruce W. Winslow, Asst. - 627-4618  
Ronald Flanagan - 627-4320  
Stephen A. Wilson - 627-4186

DEBLOIS FISH HATCHERY

Cherryfield, ME 04622 (no phone)

Gerald L. Grant, Acting Foreman - (483-2291)  
Dean E. Varney (no phone)

DRY MILLS FISH HATCHERY

RFD #1, Gray, ME 04039 (657-4962)

Edgar Foster, Foreman - 657-4955  
Norman A. Harmon, Asst. - 892-4772  
Ray A. Johnson, Jr. - 657-4557  
John J. Boland - 657-3585  
Allen W. Messer

EMBDEN REARING STATION

North Anson, ME 04958 (566-5673)

James S. Cameron, Foreman - 566-5673  
Eugene J. Bolduc, Sr. - 474-9121  
Raymond B. Clement

ENFIELD FISH HATCHERY (Cobb Hatchery)

Enfield, ME 04433 (732-3676)

Norman E. Philbrick, Foreman - 732-3814  
Vacant - Asst.  
Paul Paradis - 732-4308  
Stephen Adams

Lyndon H. Bond, Chief of Fisheries  
49 Quimby St., Augusta, ME 04330  
Office: 289-3651 - Home: 622-3489

GOVERNOR HILL FISH HATCHERY

RFD #4, Augusta, ME 04330 (622-3818)

David C. Rayner, Foreman - 622-2642  
Jerre E. Keller, Asst. - 623-1426  
Ralph W. Furrow - 933-4435

GRAND LAKE STREAM FISH HATCHERY

Grand Lake Stream, ME 04637 (796-5580)

Thane L. Clifford, Foreman - 796-5580  
Frank R. Bagley (no phone)

NEW GLOUCESTER FISH HATCHERY

RFD #1, Gray, ME 04039 (657-3423)

Telephone instructions: Please call before  
7:00 A.M., between 12:00 and 1:00 or at 3:45 P.M.

Thomas W. Spring, Foreman - 926-4221  
Miles H. Maltby, Asst. - 688-4490  
John W. Veader

PALERMO REARING STATION

Palermo, Maine 04354 (993-2361)

Lawrence G. Burton, Foreman - 993-2361  
Walter E. Snell - 993-2455  
Michael W. Roach - 993-2555

PHILLIPS FISH HATCHERY

Phillips, ME (639-2081)

Charles F. Heath, Foreman - 639-2081  
Carlton J. Bryant

Hatchery Biologist

Peter G. Walker  
8 Federal St., Augusta, ME 04330  
Office: 289-2535 - Home: 623-1427

WILDLIFE DIVISION PERSONNEL

Robert W. Boettger, Chief	284 State St., Augusta, ME 04333	289-3651
	Hm: RFD #1, Mt. Vernon, ME 04352	293-2581
Lee E. Perry, Asst. Chief	284 State St., Augusta, ME 04333	289-3651
	Hm: Ridge Rd., RFD, Monmouth, ME 04259	933-4144
Frederick B. Hurley, Jr. Wildlife Research Planner	284 State St., Augusta, ME 04333	289-3286
	Hm: Morrison Heights, Wayne, ME 04284	685-3523
Debbie Dawson Account-Clerk I	284 State St., Augusta, ME 04333	289-3651
Nancy LaCasce, Sec'y	284 State St., Augusta, ME 04333	289-3651

PROJECT PERSONNEL

Spencer, Howard E. Migratory Bird Research Leader	Rm. 238, Nutting Hall, U of M, Orono, ME 04469	581-2506/2507
	Hm: 24 Beal St., Ellsworth, ME 04605	667-4528
Corr, Patrick O. Asst. Migratory Bird Research Leader	Mailing & Office Address: Rm. 220, Nutting Hall	581-2506/2507
	U of M, Orono, ME 04469	
	Hm: Greenfield, ME 04423	No Phone
Hutchinson, Alan E. Biologist	Mailing & Office Address: Rm. 220, Nutting Hall	581-2506/2507
	U of M, Orono, ME 04469	
	Hm: 24 Hamlin St., Orono, ME 04473	866-5542
Banasiak, Chester F., Dr. Big Game Research Leader	Rm. 234, Nutting Hall, U of M, Orono, ME 04469	581-7387
	Hm: Box 16, Hampden, ME 04444	862-3469
Hilton, Henry Asst. Big Game Research Leader	Rm. 236, Nutting Hall, U of M, Orono, ME 04469	581-2506/2507
Lavigne, Gerald R. Asst. Big Game Research Leader	Rm. 220, Nutting Hall, U of M, Orono, ME 04469	581-2506/2507
	Hm: Box 162, RFD #1, Orneville, ME 04463	943-2584
Morris, Karen I. Asst. Big Game Research Leader	Rm. 236, Nutting Hall, U of M, Orono, ME 04469	581-2506/2507
	Hm: 81 Mill St., Orono, ME 04473	
Lamb, Gary Wildlife Technician	Rm. 242, Nutting Hall, U of M, Orono, ME 04469	581-2506/2507
	Hm: Bennoch Rd., Stillwater, ME 04489	
Jackson, Betty L, Sec'y	Rm. 236, Nutting Hall, U of M, Orono, ME 04469	581-2506/2507
Orono Storehouse		827-5366



Wildlife Division Personnel - Cont.

Hunt, John H. Small Game-Furbearer Research Leader	Of: Box 644, Bingham, ME 04920 Hm: Box 337, Bingham, ME 04920	672-3222 672-3601
Clark, Alan G. Asst. Small Game-Furbearer Res. Ldr.	Of: Box 644, Bingham, ME 04920	672-3222
Gordon, Geneva M., Sec'y	Of: Box 644, Bingham, ME 04920	672-3222
Marston, Douglas L. Forest Wildlife Habitat Management Leader	Of. & Hm: RFD #2, Box 283, Mechanic Falls, ME 04256	966-2181

REGIONAL PERSONNEL

REGION A

Bozenhard, Philip A. Regional Biologist	Of: 570 U.S. Route 1, Scarborough, ME 04074 Hm: RFD #1, Limerick, ME 04048	883-5107 637-2180
Eldridge, Warren A., II Assistant Regional Biologist	Hm: 180 Main St., Gorham, ME 04038	839-5972
Forbes, Norman D. Wildlife Technician	Hm: RFD #4, Ward Rd., So. Windham, ME 04082	892-6290

REGION B

Donovan, Gary G. Regional Biologist	Of: 8 Federal St., Augusta, ME 04330 Hm: RFD #1, Box 45F, Oakland, ME 04963	289-2536 465-2983
Dumont, Eugene A., II Assistant Regional Biologist	Hm: RFD #2, Box 229A, Oakland, ME 04963	634-2575
Dorso, James A. Wildlife Technician	Hm: 374 West St., Gardiner, ME 04345	582-3663
Vacant, Wildlife Technician	Of: Frye Mountain WMA	342-5658
Whitman, Robert C., Farmer II	Of. & Hm: Steve Powell WMA, Swan Island Richmond, ME 04357	737-4307
Swan Island Campground - Summer		737-2929
Trott, Lloyd F., Laborer II	Hm: Beedle Rd., Richmond, ME 04357	737-4982

REGION C

Carson, Henry S., Regional Biologist	Of: Water St., Machias, ME 04654 Hm: E. Machias, ME 04630	255-3266 255-8491
Hall, James E., Asst. Regional Biologist	Hm: Ficketts Pt., Milbridge, ME 04658	546-7221

Wildlife Division Personnel - Cont.

	REGION D	
Cross, Peter A. Regional Biologist	Of: RFD #3, Farmington, ME 04938 Hm: RFD #1, Box 122A, Wilton, ME 04294	778-3324 645-4996
Schaeffer, Thomas L. Assistant Regional Biologist	Hm: Rt. 43, Industry, ME 04938 Mailing Address: RFD #3, Farmington, ME 04938	778-3135
Stadler, G. Mark Assistant Regional Biologist	Hm: P.O. Box 211, Strong, ME 04983	684-3969

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	REGION E	
Blanchard, Harold M. Regional Biologist	Of: Box 551, Greenville, ME 04441 Hm: Box 177, Greenville, ME 04441	695-2810 695-2945
Vacant, Assistant Regional Biologist		

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	REGION F	
Vacant, Regional Biologist	Of: Box 66, Enfield Fish Hatchery, Enfield, ME 04433	732-3234
Burgason, Barry N. Assistant Regional Biologist	Hm: (temporary)	732-4384
Vacant, Wildlife Technician		

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	REGION G	
Stevens, Kevin C. Regional Biologist	Of: P.O. Box 416, Station St., Ashland, ME 04732 Hm: P.O. Box 343, Ashland, ME 04732	435-3231 435-4251
Noble, William R. Assistant Regional Biologist	Hm: P.O. Box 182, Ashland, ME 04732	No Phone
Eastman, Perley I., Jr. Wildlife Technician	Hm: Garfield Plantation, Ashland, ME 04732	435-4802

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	STATE GAME FARM	
Wilbur, David E. Superintendent	Of: State Game Farm, Gray, ME 04039 Hm: Same	657-4977 657-3642
Bentley, John E., Jr. Game Keeper	Hm: Same	657-4147
Wilkinson, Thomas J. Game Keeper	Hm: Same	657-2169

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# WARDEN SERVICE

1200	Glenn H. Manuel, Commissioner	Augusta	289-3371
1201	J. William Peppard, Deputy Commissioner	Augusta	289-3371
1202	Col. Alanson B. Noble (Res. 539-4027)	Augusta	289-2766
1203	Maj. Russell E. Dyer (Res. 865-4448)	Augusta	289-2766

## DIVISION A

1210	Lt. Charles A. Merrill	% Scarborough Hdqtrs., Box 570, Scarborough	04074	883-5108
1211	Sgt. William J. Vail	Box 245, Cannon Hill, Limerick	04048	793-2647
1214	Bruce W. Galeucia	1 Box 163, Moody	04054	646-2036
1215	Robert L. Rondeau	2 Upper Oak St., Springvale	04083	324-7022
1216	Jacques L. Gusmano	3 Goodwin's Mills Rd., RFD 3, Biddeford	04005	499-7541
1222	Charles A. Cochran	8 Limerick	04048	793-2248
1224	Arnold M. Beleckis	10 RFD #1, Kezar Falls	04047	625-4941
1212	Sgt. Donald L. Gray	Box 28, Elmwood Rd., Pownal	04069	688-4130
1217	George H. Chase	4 RFD #2, Hearn Rd., Saco	04072	282-5083
1218		5 Hollis		
1219	Ralph W. Sarty, Jr.	6 RFD #1, Sebago Lake	04075	642-3468
1221	Nathaniel L. Berry, IV	7 Morse Rd., New Gloucester	04260	926-4833
1223	James E. Brown	9 RFD #1, Pownal	04069	926-3103
1213	Sgt. Donis R. Wheaton	Box 160, RFD, Bridgton	04009	647-3735
1225	Bruce A. Farrar	11 Box 86-A, RR #2, Bridgton	04009	647-5472
1226	John W. Ready, Jr.	12		
1227	Michael J. O'Connell	13 Old Harrison Rd., Naples	04055	693-6006
1228	Robert J. Tribou	14 RFD #1, Greenwood Mtn. Rd., Hebron	04258	966-3311

## DIVISION B

1240	Lt. John F. Marsh	Bog Hill Rd., West Gardiner	04345	582-2579
1241	Sgt. John G. Crabtree	Western Rd., Warren	04864	273-2465
1244	Brian E. Worth	17 Box 250, Dresden	04342	737-2380
1245	David M. Peppard	18 Alexander Rd., Richmond	04357	737-2565
1246	Roger E. Wolverton	19 Box 111A, RFD #1, Washington	04574	845-2248
1247	Lawrence L. Grant	20 Box 243-B, No. Pond Rd., Warren	04864	273-3131
1248	Michael L. Ritchie	21 Box 417, Union	04862	785-4693
1249	Norman W. Dean	22 RFD #1, Frankford	04438	525-3219
1242	Sgt. Norman E. Trask	Box 265, Readfield	04355	685-4643
1251	Lloyd A. Perkins	23 RFD #1, Collins Rd., Hallowell	04347	724-3635
1252	James A. Davis	24 Box 391, RFD #1, Turner	04282	225-3233
1253	George R. Edwards	25 Box 96, Mt. Vernon	04352	293-3701
1254	Thomas M. Melnichok	26 Box 366, Oakland	04963	465-2073
1255	Parker K. Tripp	27 RFD #1, Webber Pond Rd., Augusta	04330	623-4961
1256	Lowell W. Thomas	28 Box 26, Windsor	04363	445-2645

Division B - Cont.

1243	Sgt. William F. Allen		RFD #2, Thorndike	04986	568-3147
1257	John A. Ford	29	Box 187, Brooks	04921	722-3131
1258	Douglas C. Miner	30	Box 21, Hampden	04444	862-3461
1259	Terence A. Glatt	31	RFD #1, Box 145B, Levant	04456	884-7644
1261	William D. Pidgeon	32	15 Goodwin St., Newport	04953	368-5011
1262	Norman A. Gilbert	33	Box 231, Hartland	04943	938-4853
1263	Douglas H. Tibbetts	34	Box 84A, Corinna	04928	278-7612

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DIVISION J

1270	Lt. Walter R. Bisset, Jr.		RFD #1, Ellsworth	04605	667-2354
1271	Sgt. Russell S. Cook		Box 426, Bucksport	04416	469-3005
1274	Roland A. Tarr	37	Star Route, Blue Hill	04614	374-5530
1275		38	Bucksport		
1276	Charles S. Allen, IV	39	17 Friar Tuck Lane, Brewer	04412	989-7467
1277	William A. Downing	40	RFD #1, Buttermilk Rd., Ellsworth	04605	667-4514
1278	Lee D. Grinnell	41	Box 781, Southwest Harbor	04679	244-3500
1279	Michael P. Favreau	42	Tunk Lake Rd., Box 209, Ashville	04607	422-3477
1281	Deborah S. Palman	43	Gen. Del., Aurora	04408	584-5351

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DIVISION C

1272	Lt. Gene E. Mallory		Box 396, Machias	04654	255-6563
1273	Sgt. Carter L. Smith		58 Washington St., Calais	04619	454-7585
1282	Philip E. White	44	Cherryfield	04622	546-7441
1283	Daniel E. Tourtelotte	45	Box 55, Machias	04654	255-8288
1284		46	Machias		
1285	Ernest J. Smith	47	Box 44, Dennysville	04628	726-4443
1286	Francis E. Reynolds	48	RFD #1, Box 310A, Pembroke	04666	726-4727
1287	Glynn S. Pratt	49	Box 227, Woodland	04694	427-6159
1288	Gregory T. Maher	50	Star Rt. 1, Box 326, Wesley	04686	255-6278
1289	Michael R. Marshall	51	R.R. #1, Princeton	04668	796-2990
1291		52	Waite		

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DIVISION D

1300	Lt. Vernon L. Moulton		Strong Headquarters Building,	Office:	778-3323
			Box 510, Farmington 04938	Home:	585-2323
1301	Sgt. Eric T. Wight		Rumford Point	04279	364-7435
1304	Gayland A. Brackett	55	Box 176, Bethel	04217	824-2103
1305	Edward R. White	56	Box 96, Rumford Center	04278	369-9014
1306	Michael D. Pratt	57	Route 35A, Weld	04285	585-2336
1307	David C. Berry	58	Box 67, No. Main St., Andover	04216	392-1052

Division D - Cont.

1302	Sgt. Duane G. Lewis		Pleasant St., Phillips	04966	639-5151
1308	William F. Hanrahan	59	RFD #1, Farmington	04938	778-3290
1309	Dwight V. Cram	60	Box 118, Main St., Phillips	04966	639-4865
1311	Thomas F. Jacobs	61	Box 199, Rangeley	04970	864-5283
1312	Charles H. Adkins	62	Star Route, Rangeley	04970	864-3820
1314	Charles A. Bessey	64	Box 9, Kingfield	04947	265-4361
1303	Sgt. Larry S. Cummings		Box 127, Madison	04950	672-3658
1313	K. Bryce Clayton	63	Box 34, Eustis	04936	246-3421
1315	Dennis E. McIntosh	65	RFD #1, Box 596-A, No. Anson	04958	566-7402
1316	James F. Ross	66	Box 94, Solon	04979	643-2512
1317	Allen T. Later	67	Box 283, Bingham	04920	672-4402
1318	Lloyd K. Trafton	68	West Forks	04985	663-2257

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DIVISION E

1320	Lt. Gray B. Morrison		Box 574, Greenville	04441	695-2268
1321	Sgt. Stephen E. Hall		RFD #1, Box 331, Guilford	04443	876-3539
1323	Michael L. Eaton	71	45 Mayo St., Dover-Foxcroft	04426	564-2088
1324	Donald W. Annis	72	Box 97, Monson	04464	997-3919
1325	Peter W. McPheters	70	General Delivery, Guilford	04443	876-3229
1326	Glen A. Perkins	74	Box 316, Greenville	04441	695-3673
1327	Patrick M. Dorian	75	(Rip. Dam) Greenville	04441	No Phone
1328		76	(Round Pond)		
1322	Sgt. Michael D. Collins		Box 52, Greenville Jct.	04442	695-3858
1331	Charles E. Davis	73	Box 45, Shirley Mills	04485	695-2548
1332	Charles D. Marshall	77	Box 157, Rockwood	04478	534-7775
1333	Carroll I. Goodwin III	78	Box 458, Jackman	04945	668-3802
1334	Glen P. Feeney	79	Box 336, Jackman	04945	668-7760
1335	Gary R. Sargent	82	Boundary Cottage, Box 244, Rockwood	04478	No Phone
1336		80	Pittston Farm		

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DIVISION F

1340	Lt. E. Leonard Ritchie		RFD, Box 113, Lincoln	04457	794-8998
1341	Sgt. Bryan C. Buchanan		RFD, Box 41, Exeter Rd., Corinth	04427	285-3389
1344	David C. Priest, Jr.	85	Box 82, Milford	04461	827-4208
1345	Michael A. Morrison	86	RFD, Box 97A, Charleston	04422	285-7965
1346	R. Scott Hoyle	87	123 Church St., Brownville	04414	965-8412
1347	Leonard J. Pelletier, Jr.	88	Box 135, Enfield	04433	732-3907
1348	David E. Crocker	89	Lee	04455	738-4555
1349	Norman B. Moulton	90	Box 85, Lincoln	04457	794-6380

Division F - Cont.

1342	Sgt. David O. Sewall		50 Birch St., E. Millinocket	04430	746-5439
1351	Gary H. Ballanger	91	Box 26, Danforth	04424	448-2830
1352		92	Weston		
1353	Carroll H. Bates	93	Box 3, Haynesville	04446	448-7764
1354	John H. Fowler	94	Box 219, Island Falls	04747	463-2274
1355	Theodore D. Hanson	95	Box 248, Patten	04765	528-2344
1356	Daniel J. Watson	96	Box 303, East Millinocket	04430	746-5265
1357	Alvin Theriault	97	Box 848, Millinocket	04462	723-4879

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DIVISION G

1360	Lt. Herbert W. Vernon		158 Pleasant St., Fort Kent	04743	834-5400
1361					
1365	Roland D. Pelletier	100	County Rd., RFD #1, Houlton	04730	532-2489
1366	Randall D. Probert	101	Box 297, Oakfield	04763	757-8192
1367	Rodney C. Small	102	Box 132, Monticello	04760	538-9463
1372	Alan W. Rider	106	Box 101, Mapleton	04757	764-5631
1373	Gaynol L. Peary	107	Box 472, Fort Fairfield	04742	473-7934
1374	Brian F. Carlton	108	Box 673, Caribou	04736	492-4311
1363	Sgt. John F. Robertson		Box 40, Portage	04768	435-6211
1368		103	Masardis		
1369	Dan L. Glidden	104	RFD, Box 351, Ashland	04732	435-6660
1371	James A. Dumond	105	Gen. Del., Box 11, Portage Lake	04768	435-6378
1382	Rodney D. Sirois	115	T.15, R.15, St. Pamphile, P.Q., Ca. GOR3X0		418-356-3221
1383	Frederick W. Jackson	116	T.11, R.17, Clayton Lake, Maine 04018		418-244-3669
1384	Terrence A. Hunter	117	General Delivery, Masardis	04759	435-6132
1362	Sgt. Michael H. Ayer		10 E. Main St., Apt. 23, Fort Kent	04743	834-3420
1375	David M. Allen	109	RFD #1, Stockholm	04783	896-5506
1376	Gary L. Pelletier	110	Box 174-A, RFD #2, Fort Kent	04743	834-3468
1377	John M. Caron	111	Quimby	04770	444-5908
1378	Charles J. Richard	112	170 Market St., Fort Kent	04743	834-3662
1379	Dennis R. Burnell	113	Box 51, St. Francis	04774	398-3487
1381	Philip L. Dumond	114	Estcourt Station, Maine 04741		418-859-2370

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DIVISION OF AIRCRAFT

1205	Dana W. Toothaker, Chief Pilot		Box 397, Greenville	04441	695-2505
1206	Everett J. Welch		RFD #2, Bowdoinham	04008	725-2979
1207	Gary R. Dumond		Box 502, Milford	04461	827-4850
1208	John McPhee		Box 34, Plaisted	04767	444-5307

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# DIVISION OF SPECIAL SERVICES

1250	Langdon F. Chandler, Det.	Prospect St., Searsport	04974	548-6045
1260	Richard P. Hennessey, Det.	Bunker Hill Rd., Jefferson	04348	549-5331
1209	Robert E. Caton, Aircraft Mechanic	IF&W, Greenville	04441	695-2505
1399	Victor Voisine, Automotive Mechanic	IF&W, Garage, Greenville	04441	695-2810
	Robert Gardner, Automotive Mechanic	Augusta Garage	04330	622-0345
1341	Bryan C. Buchanan - Meat Identification Lab - Bangor			942-2565
1394	Thomas Carbone, Dept. Photographer	284 State St., Augusta	04333	289-2871
		Res: 14 Wood St., Skowhegan	04976	474-2874
1396	Linda S. Perry, Supply Officer	8 Federal St., Augusta	04330	289-2031
			Res:	445-2461
1230	Dwain McKenney (Res: 993-2226)	8 Federal St., Augusta	04330	289-2031
1398	Gareth S. Anderson, Safety Officer	284 State St., Augusta	04333	289-2571
		Res: Cundy's Harbor	04011	725-2775
1395	Richard Stott	U.S. Fish and Wildlife Service, P.O. Box 7342, Downtown Station	(Day)	780-3235
		Portland, Maine 04112	(Night)	623-8498
	Frank Gramlich, State Supervisor of Wildlife Services			622-6171
				Ext. 263
1212	Sgt. Donald L. Gray - Search & Rescue Team Leader			688-4130
1364	Robert Whitman, Farmer II, Steve Powell W.M.A., Swan Island, Richmond, ME			04357 737-4307

## WARDEN HEADQUARTERS

Ashland	(Box 416, Station St.)	435-3231
Augusta	(8 Federal St.)	289-2175
Enfield	(Box 66)	732-4500
Greenville	(Box 551)	695-2810
Machias	(Water St.)	255-3266
Scarborough	(Box 570, Rt. 1)	883-5108
Strong Hdqtrs.	(RFD #3, Box 510, Farmington)	778-3323

Greenville Plane Base	695-2505
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## WARDEN CAMPS

Bowdoinham Camp (Merrymeeting)	666-3252
Castle Hill	764-4663
Eagle Lake	444-5430
Freeman	265-2517
Morse	469-3053
Naples	693-6614
Whitefield	549-7623

OTHER FREQUENTLY USED NAMES, ADDRESS AND NUMBERS

UMO)	Coulter, Malcolm W., Dr. Director for Wildlife	School of Forest Resources Rm. 240, Nutting Hall, U of M, Orono, ME 04469	581-7386
	Owen, Ray B., Jr., Dr. Prof. Wildlife Resources	School of Forest Resources Rm. 228, Nutting Hall, U of M, Orono, ME 04469	581-7388
	Gilbert, James, Dr. Assoc. Prof. Wildlife Resources	School of Forest Resources Rm. 216, Nutting Hall, U of M, Orono, ME 04469	581-7388
	May, Terry A., Dr. Asst. Prof. Wildlife Resources	School of Forest Resources Rm. 222, Nutting Hall, U of M, Orono, ME 04469	581-7388
	Sherburne, James, Dr. Unit Leader	ME Cooperative Wildlife Research Unit Rm. 230, Nutting Hall, U of M, Orono, ME 04469	581-2639
	Gibbs, Harold, Dr. Prof. Animal & Veterinary Sciences	138 Hitchner Hall, U of M, Orono, ME 04469	581-7521
U.S.F.S.)	Crawford, Hewlette S., Dr. Wildlife Biologist	USDA Bldg., U of M, Orono, ME 04469	866-4140
	Lanier, John	U.S. Forest Service, White Mt. Nat'l Forest P.O. Box 638, Laconia, NH 04246	603-524-6450
U.S.D.A.)	Wengrzynek, Robert Soil Conservation Service	USDA Bldg., U of M, Orono, ME 04469	Of: 866-2132 Hm: 866-4100 617-965-5100
U.S.F.W.S.)	U.S. Fish & Wildlife Service Regional Office	1 Gateway Center, Suite 700 Newton Corner, Massachusetts 02158	
	Longcore, Jerry S.	Rm. 215, Nutting Hall, U of M, Orono, ME 04469	581-2510
	Stott, Richard, Special Agent State Supvr. Wildlife Service	P.O. Box 7342, Downtown Station, Portland, ME 04112 (Day)	780-3235 (Night) 623-8498
	Gramlich, Francis J. State Supvr. Wildlife Service	P.O. Box 800, Federal Bld., Augusta, ME 04330	(Day) 622-6171 Ext 263 (Night) 623-8498
State Agencies)	Blandin, Warren Tibbs, Lee Director	Baxter State Park, 116 Aroostook Ave. Millinocket, ME 04462	301-776-4880 Ext 326 723-5140
	Mairs, Donald Supervisor	Dept. of Agriculture, Pesticides Control Board State Office Building, Augusta, ME 04333	289-2215
	Tyler, Hank	Critical Areas Program, State Planning Office	289-3155
Private)	Maine Audubon Society	Gilsland Farm, 118 Rt. 1, Falmouth, ME 04105	781-2330
	Natural Resources Council of Maine	51 Chapel St., Augusta, ME 04330	622-3101





DEPARTMENT OF MARINE RESOURCES

Officers' Addresses and Telephone Numbers:

Spencer Apollonio, Commissioner                      Tele: 289-2291  
Department of Marine Resources  
State House  
Augusta, Maine 04333

Richard P. Choate, Deputy Commissioner              Tele: 289-2291  
Department of Marine Resources  
State House  
Augusta, Maine 04333

M. Elizabeth Jessen, Secretary                      Tele: 289-2291  
Department of Marine Resources  
State House  
Augusta, Maine 04333

Anna M. Stanley, Director                      Tele: 289-2291  
Bureau of Administration  
State House  
Augusta, Maine 04333

E. Penn Estabrook, Director                      Tele: 289-2291  
Bureau of Marine Development  
State House  
Augusta, Maine 04333

Walter R. Welch, Acting Director                      Tele: 633-5572  
Bureau of Marine Sciences  
Fisheries Research Station  
Department of Marine Resources  
West Boothbay Harbor, Maine 04575

Donald D. McIntosh, Chief                      Tele: 289-2291  
Bureau of Marine Patrol  
State House  
Augusta, Maine 04333



## MOTOR VEHICLE REGISTRY

Motor Vehicle Registry  
237 Park Street  
Rockland, Maine 04841  
Mrs. Martha Morrison

Tele: 594-8022



If you want information about a federal program and don't know where to get it, call the

FRC HOTLINE

(617) 223-6646

The Federal Regional Council of New England represents eleven agencies:

Department of Health, Education & Welfare

Department of Housing & Urban Development

Department of Labor

Department of Transportation

Department of Interior

Department of Commerce

Department of Agriculture

Community Services Administration

Law Enforcement Assistance Administration

Federal Energy Administration

Environmental Protection Agency

The Hotline staff will directly answer your questions about these agencies' programs or have the proper agency contact you with the answer.

--Taken from a pamphlet published by the Federal Regional Council of New England, Room E-431, John F. Kennedy Federal Bldg., Boston, Massachusetts 02203



PART VIII

STATUTES CONCERNING THE LEGISLATIVE COUNCIL  
AND LEGISLATIVE STAFF AGENCIES





## TITLE 3

### CHAPTER 7

#### LEGISLATIVE COUNCIL

##### §161. Legislative Council

There is established a Legislative Council to consist of 10 members, 5 of whom shall be members of the Senate and 5 whom shall be members of the House of Representatives. They shall be the President of the Senate, the Speaker of the House of Representatives, the Floor Leaders and Assistants of the 2 major parties. Membership on the Legislative Council shall be by virtue of holding the above offices, and shall be during the term of the Legislature in which such offices are held. The Legislative Council shall elect a chairman from within its own membership.

The Legislative Council shall exercise such powers and duties as may be delegated by law or by rule of the Legislature. Any action by the Legislative Council shall require the affirmative votes of a majority of the members.

The Legislative Council shall meet at least once monthly when the Legislature is not in session and at such other times as the membership or the chairman deems necessary.

##### §162. Authority

The Legislative Council shall have the authority:

1. Legislative budgets. To prepare and approve all legislative budgets;

2. Legislative employee salary schedule. To establish salary schedules for all employees of legislative agencies, departments and offices, except as otherwise provided by law, and to develop relatively uniform salary schedules for House and Senate employees and officers;

3. Joint committees. When the Legislature is not in session, to assign bills, resolves and studies for consideration by the joint standing committees and joint select committees of the Legislature, to request reports, studies and legislation from said joint standing committees and to convene meetings of said joint standing committees and joint select committees and to exercise supervision over them;

4. Oaths, subpoenas and depositions. To administer oaths, issue subpoenas, compel the attendance of witnesses and the production of any papers, books, accounts, documents and

testimony, and to cause the deposition of witnesses, whether residing within or without the State to be taken in the manner prescribed by law for taking depositions in civil actions in the Superior Court. In case of disobedience on the part of any person to comply with any subpoena issued in behalf of a committee, or on the refusal of any witness to testify to any matters regarding which he may be lawfully interrogated, it shall be the duty of the Superior Court of any county, on application of a member of a committee, to compel obedience by proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from such court or a refusal to testify therein. Each witness, other than a state officer or employee, shall receive for his attendance the fees and mileage provided for witnesses in civil cases in courts of record, which shall be audited and paid upon the presentation of proper vouchers sworn to by such witness and approved by the chairman of the council;

5. Legislative improvements. To assess ways and means to improve the legislative operation and to make improvements in the legislative organization, procedures, facilities and working conditions, and to make periodic reports to the Legislature concerning its findings;

6. Appointment of directors and officers. To appoint a Legislative Administrative Director, a Director of Legislative Research, a Legislative Finance Officer, a Constituent Service Officer and a State Law Librarian, each of whom shall be chosen without reference to party affiliations and solely on the grounds of fitness to perform the duties of his office; each to be appointed for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified;

7. Legislative agency operating policy. To establish operating policies for each legislative agency and office;

8. Oversight of legislative appropriations and accounts. To oversee the appropriations and other financial accounts of the Legislature and of all legislative agencies, departments and offices. Appropriations for carrying out the purposes of this chapter shall be made annually by the Legislature. All appropriations or allocations by the Legislature for specific studies to be carried out by the joint standing committees or joint select committees shall not lapse but shall be carried forward and expended for the purpose for which the appropriation or allocation was made. The balance of any appropriation or allocation for such studies that is not fully expended shall be refunded to the Legislature;

9. Repealed, 1975, c. 770, §4.

10. Intergovernmental, interstate and interlegislative organizations. To coordinate and oversee intergovernmental

relations programs on behalf of the Legislature, and to recommend to the Legislature participation by the Legislature and its members in interstate and interlegislative organizations; and to apply for, receive and administer all grants and appropriations for these purposes;

11. Legislative equipment and supplies. To provide necessary furniture, stationery and other supplies and equipment for the use of the members, committees, agencies and offices of the Legislature;

12. Physical facilities for Legislature. To insure that adequate physical facilities are provided for the efficient operation of the Legislature and to provide for and determine the utilization of legislatively controlled facilities both within and without the Statehouse;

13. Transfers within the legislative appropriation. To approve any transfers within the legislative appropriation;

14. Council procedures. To establish published rules of procedure for the conduct of the business of the council;

15. Other duties and responsibilities. To perform such other duties and responsibilities as may be assigned to the council from time to time by the 2 houses; and

16. Funds from State, Federal Government and private sources. To accept, use, expend and dispose on behalf of the State funds, equipment, supplies and materials from any agency of the United States, from any private foundation and from any other private source.

§163. Legislative Administrative Director; duties

The duties of the Legislative Administrative Director shall be:

1. Executive officers. To act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order, he shall, with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases, arrange for necessary services, make all arrangements for incoming sessions of the Legislature, have general oversight of chambers and rooms occupied by the Legislature and permit state departments to use legislative property. He shall, with the approval of the President of the Senate and the Speaker of the House, dispose of surplus or

obsolete material through the continuing property records section of the Bureau of Public Improvements. He shall approve accounts and vouchers for payment. A perpetual inventory of all legislative property shall be maintained under the supervision of the Legislative Council and an accounting thereof shall be made to the Legislature upon its request;

2. Coordination. To coordinate, subject to the control of the council, the activities of the offices of the Director of Legislative Research, the Legislative Finance Officer, the Constituent Service Officer, the State Law Librarian, the Senate Clerk, the House Clerk and such other legislative agencies and offices as may be created by the Legislature;

3. Vehicle for requests. To act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests;

4. Policy implementation. To be responsible for implementing policy resulting from decisions of the council;

5. Reports. To prepare such reports as are required of the council and maintain minutes of the regular meetings of the council;

6. Staff assistants. To appoint staff assistants to the Legislature, with the consent of the council who shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties to be assigned to them; and

7. Other duties. To undertake such other duties as are assigned by the council.

#### §164. Director of Legislative Research; functions and duties

The Director of Legislative Research shall perform the following functions and duties:

1. Research service. Provide a comprehensive research service on legislative problems;

2. Reports. Prepare reports setting forth the political, social and economic effects of legislation enacted, or proposed to be enacted, in this State or elsewhere, when so directed by the Legislative Council or by either or both branches of the Legislature;

3. Assist committees. Assist and cooperate with any interim legislative committee or other agency created by the Legislature or appointed by the Governor;

4. Revision. Upon request, assist any agency appointed to revise the statutes of the State or any portion thereof, and at the direction of such agency, to consolidate, revise and clarify the statutes of the State;

5. Bill drafting. To furnish to the members of the Legislature the assistance of expert draftsmen qualified to aid the Legislature in the preparation of bills for introduction into the Legislature. During regular sessions of the Legislature he shall perform such duties in addition to those provided for in this chapter as the Legislature shall direct;

6. Session laws. Prepare and index for printing as promptly as possible after the adjournment of each session the session laws thereof, which compilation shall include all Acts and resolves which the Legislature has adopted during the session and which have received the approval of the Governor, when such approval is necessary, and any other material of a general nature that the committee may determine;

Immediately after each session of the Legislature to distinguish private and special laws from the public laws, and to cause cumulative tables to be prepared showing what general statutes have been affected by subsequent legislation in such manner as to furnish ready reference to all such changes in the statutes and in addition thereto shall make a complete index of the public laws of the State passed since the last revision of the statutes. The tables and index so prepared shall be printed in the official edition of the laws of the State;

7. Copy of public laws. After each session of the Legislature, to cause the public laws enacted thereat to be printed on good paper and in suitable type and to distribute the same within the State to all citizens thereof making a request therefor;

8. Pocket supplements. After each session of the Legislature to cause to be published cumulative pocket supplements of the volumes of the Revised Statutes, and any replacement or recompiled volumes thereof, which shall contain an accurate transcription of all public laws, the material contained in the next preceding pocket supplement, complete and accurate annotations to the statutes, appendix and other material accumulated since the publication of the next preceding pocket supplement and a cumulative index of said material;

9. Continuing revision. After each session of the Legislature to prepare a report inserting in their proper places in the Revised Statutes public laws enacted since the last revision of the statutes, and after each subsequent session of the Legislature to prepare a report supplementing the report so that such reports and supplements thereto shall form the basis of the next revision of the statutes;

10. Report. After each session of the Legislature to prepare a report to the Legislature recommending legislation that will keep the statutes continuously revised and to file this report with the Secretary of the Senate on or before January 1st immediately preceding each biennial session of the Legislature;

11. Office hours. The offices of the director shall be kept open during the time provided for other state offices, and when the Legislature is in session at such hours, day and night, as are most convenient for Legislators; and

12. Assistants. The director shall appoint, with the approval of the Legislative Council, an assistant director for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified, and such technical assistants, and shall appoint such clerical assistants as may be necessary to carry out this chapter.

#### §165. Joint committees, authority

The Legislature may by rule establish such joint standing committees and joint select committees as it deems necessary. Such committees shall have the authority, both when the Legislature is in session and when it is not in session:

1. Collect information. To collect information concerning the government and general welfare of the State as related to assignments received from the council;

2. Information and reports provided. To assist the Legislature in the proper performance of its constitutional functions by providing its members with impartial and accurate information and reports concerning the legislative problems which are assigned by the Legislative Council which information may be obtained by independent studies or by cooperation with and information from similar agencies in other states as to the practice of other states in dealing with similar problems;

3. Quorum. A majority of the members of a committee shall constitute a quorum, and a majority thereof shall have the authority to act in any matter falling within the jurisdiction of the committee. A committee may hold either public or private hearings and may hold executive sessions, excluding all except members of the committee;

4. State department to furnish information. Each state department shall furnish to a committee such documents, material or information as may be requested by a committee;

5. Minutes. A committee shall keep minutes of matters considered and votes taken at its meetings and shall make reports to the Legislature on all matters which come before the committee, the actions taken thereon and the progress made in relation thereto;

6. Reports to Legislature and public. Reports of a committee may be made from time to time to members of the Legislature and to the public;

7. Other subpoenas, etc. When the duties assigned to a committee so require, the Legislature may grant to it the power to administer oaths, issue subpoenas, compel the attendance of witnesses and the production of any papers, books, accounts, documents and testimony, and to cause the deposition of witnesses, whether residing within or without the State to be taken in the manner prescribed by law for taking depositions in civil actions in the Superior Court. When the Legislature grants this power to a joint standing committee or joint select committee, such committee shall function as an investigating committee and shall be subject to the provisions of chapter 21. In case of disobedience on the part of any person to comply with any subpoena issued in behalf of a committee, or on the refusal of any witness to testify to any matters regarding which he may be lawfully interrogated, it shall be the duty of the Superior Court of any county, on application of a member of a committee, to compel obedience by proceedings for contempt, as in the case of disobedience of the requirements of a subpoena issued from such court or a refusal to testify therein. Each witness, other than a state officer or employee, who appears before a committee by its order or subpoena shall receive for his attendance the fees and mileage provided for witnesses in civil cases in courts of record, which shall be audited and paid upon the presentation of proper vouchers sworn to by such witness and approved by the chairman of the committee.

8. Repealed, 1975, c. 750, §2.

§166. Staff assistants to the Legislature

The Legislative Administrative Director shall, under the control of the Legislative Council, assign the staff assistants to assist the joint standing or select committees, to work as directed by the committee chairmen, and to such other legislative tasks as the Legislative Council and the Administrative Director may deem appropriate.

The Legislative Administrative Director shall appoint such clerical assistants as may be necessary and shall provide appropriate facilities for the staff.



§167. Legislative Finance Officer; duties

The duties of the Legislative Finance Officer shall be:

1. Collection of fiscal information. To collect and assemble factual information concerning the fiscal affairs of the State for the use of the Joint Appropriations and Financial Affairs Committee of the Legislature in formulating its proposals for appropriations;

2. Appropriation requests. To examine all requests for appropriations made by the various executive agencies of State Government and attend any hearings necessary to obtain complete information;

3. Requests for payment. To examine other requests for payment of which appropriations are to be requested;

4. Reports. To report in such manner as shall be directed by the Legislative Council as to any matters which may be of assistance to the committee or the Legislature in forming an independent judgment in the determination of any fiscal matters;

5. Statement of costs. To prepare statements pertaining to the existence of cost or the amount of cost to municipalities or counties for implementing or complying with a proposed law. The statement of cost shall be made within the limits of information provided to the Legislative Finance Office. The statements shall be furnished to the appropriate committee for the information of its members and for inclusion in bills which receive an ought to pass report when reported by the committee. A statement shall not be necessary for any bill which has no cost to municipalities or counties.

The Legislative Finance Officer shall appoint, with the approval of the Legislative Council, an assistant legislative finance officer to assist the Legislative Finance Officer in carrying out his duties. He shall be chosen without reference to party affiliation and solely on the grounds of fitness to perform the duties of his office for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified.

The Office of Legislative Finance Officer shall serve as the secretariat of the Joint Legislative Committee on Appropriations and Financial Affairs.

§168. Staff assistants to legislative leadership

The President of the Senate, the Majority and Minority Floor Leaders of the Senate, the Speaker of the House of Representatives, and the Majority and Minority Floor Leaders of the House of Representatives shall each have the authority to appoint, at his discretion, a personal staff assistant, or more than one

assistant if their aggregate salary does not exceed that of the single personal staff assistant, when the Legislature is in session and at such other times, with the approval of the Legislative Council, as he deems necessary. The Legislative Council shall determine the salaries of said staff assistants.

§169. Constituent Service Officer; functions and duties

The Constituent Service Officer shall perform the following functions and duties.

1. Factual information. Collect such factual information as may be directed by the Legislative Council or by any member of the Legislature to the extent possible;

2. Constituent service. Receive, from any member of the Legislature or from any legislative committee, any inquiry or complaint concerning services which may or may not be provided by any governmental unit within the State of Maine. Such inquiry or complaint shall be investigated, processed and answered in accordance with procedures which may be established by the Legislative Council;

3. Continuation. Serve as the continuing presence of the Legislature in Augusta during the time when the Legislature is not in session; and

4. Additional duties may be assigned to the Constituent Service Officer by the Legislative Council. The Constituent Service Officer may employ research associates and secretarial assistance, subject to the Personnel Law and the Legislative Council, if necessary to carry out this chapter.

SUBCHAPTER II

LAW AND LEGISLATIVE REFERENCE LIBRARY

§171. Declaration of policy

The Legislature declares that it is the policy of the State to provide a law and legislative reference library adequate to the informational needs of the Legislature, other branches of State Government and the citizens of Maine.

§172. Repealed, 1975, c. 770, §9.

§173. State Law Librarian; functions and duties

The State Law Librarian shall perform the following functions and duties:

1. Legislative reference service. Provide a comprehensive reference service on legislative problems for all members of the Legislature and its committees, equally and impartially, and to the limits of its staff and facilities. Such reference services shall be available also to public officials and to citizens generally.

Collect, index and make available in the most suitable form information relative to governmental subjects which will aid the Legislature, other public officials and citizens to perform their duties in an enlightened manner.

2. Law library. Provide a law library for the use of all agencies of State Government, the judiciary, attorneys and citizens of Maine.

Give advice to county law libraries in all aspects of library management and cooperate with the judiciary and county law library associations in planning for their improvement.

3. Distribution, sale and exchange of law books. Copies of the Revised Statutes, supplements thereto and session laws shall be delivered by the printer to the State Law Librarian for distribution and sale. The State Law Librarian shall fix the prices at which these items may be sold and delivered, and shall thereafter make sales at the prices fixed. All proceeds from such sales shall be deposited to the credit of the General Fund.

A. A copy of all revisions of the statutes, and supplements thereto, and the session laws shall be sold at the established price to the following: Each free public library, college library, district attorney's office, county commissioner's court, sheriff's office, county treasurer's office, registry of deeds, registry of probate, office of a judge of probate and ex-Governor. Two copies shall be sold at the established price to each municipality.

A copy of all revisions of the statutes, and supplements thereto, and the session laws shall be furnished to each county law library, each Justice and ex-Justice of the Supreme Judicial and Superior Courts, the office of each clerk of courts, each District Court, the office of the Governor, the office of the Reporter of Decisions, the office of the Judge of the United States District Court for Maine, the office of the United States District Attorney for Maine, the Library of the United States Court of Appeals for the first circuit, the office of each Senator and Representative from Maine in the Congress of the United States, the office of the Secretary of the Senate and the office of the Clerk of the House.

The Legislature, state administrative departments, bureaus, agencies and commissions, and the Judicial Department, shall be sold or furnished copies necessary for legislative, administrative or judicial purposes under rules and regulations promulgated by the State Law Librarian.

Copies shall be sent, on an exchange basis, to the Library of Congress, secretary of the Maine State Bar

Association, the Supreme Court Library of Canada and to each state or territorial library in the United States.

One copy of the laws passed by each session of the Legislature shall be given to each member thereof, the Secretary of the Senate, the Assistant Secretary of the Senate, the Clerk of the House, and the Assistant Clerk of the House.

At any time prior to January 3, 1979, one copy of the latest unannotated revision of the statutes and any available supplement thereto shall be given to each member of the Legislature who has not previously received such a copy as a member of the Legislature which enacted the revision or a Legislature which met in regular session after the effective date of such revision of statutes.

On or after January 3, 1979, each member of the Legislature may, while holding office, purchase at the state price or obtain on loan under rules and regulations promulgated by the State Law Librarian, the latest annotated revision of the statutes and the current supplement thereto.

The remaining copies of the revisions of the statutes, and supplements thereto, and the session laws shall be held in the library for exchange or library use, except as otherwise provided by law.

B. A copy of the printed decisions of the Supreme Judicial Court, commonly called Maine Reports, and of the advance sheets, which are purchased by the State in accordance with Title 4, section 702, shall be distributed by the State Law Librarian to the following: Each county law library, each college library, each district attorney's office, each office of a judge of probate, each registry of probate, each office of a clerk of courts, each District Court, the office of each Senator and Representative from Maine in the Congress of the United States, each Justice and ex-Justice of the Supreme Judicial and Superior Courts, the office of the Governor, the office of the Judge of the United States District Court for Maine, the office of the United States District Attorney for Maine, the office of the Clerk of the United States District Court for Maine and the office of each Judge of the United States Court of Appeals for the first circuit.

Copies shall be sent, on an exchange basis, to the Library of Congress, secretary of the Maine State Bar Association, the Supreme Court Library of Canada, and to each state or territorial library in the United States.

Upon request of administrative officers thereof copies shall be placed in each state department or institution.

C. The State Law Librarian may, in his discretion, sell surplus copies of volumes entrusted to him or use them for exchange purposes to increase the usefulness of the library. Proceeds from all sales shall be deposited to the credit of the General Fund.

§174. Administrative provisions

The State Law Librarian shall formulate policies for the operation of the Law and Legislative Reference Library and exercise general supervision. He shall promulgate any necessary rules and regulations governing the use of library property and admission to its quarters.

The State Law Librarian shall appoint, with the approval of the Legislative Council, a deputy law librarian for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified, and employ such assistants as may be necessary to carry out this subchapter.