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STATE OF MAINE  
ONE HUNDRED AND THIRTIETH LEGISLATURE  
COMMITTEE ON VETERANS AND LEGAL AFFAIRS

MEMORANDUM

TO: Senator Catherine Breen, Senate Chair  
Representative Teresa Pierce, House Chair  
Joint Standing Committee on Appropriations and Financial Affairs

FROM: Senator Craig V. Hickman, Senate Chair *CH*<sup>35</sup>  
Representative Christopher J. Caiazzo, House Chair *CC*<sup>35</sup>  
Joint Standing Committee on Veterans and Legal Affairs

DATE: March 21, 2022

SUBJECT: Recommendations on the Governor's Proposed Supplemental Budget, LD 1995, An Act To Make Supplemental Appropriations and Allocations for the Expenditures of State Government, General Fund and Other Funds and To Change Certain Provisions of the Law Necessary to the Proper Operations of State Government for the Fiscal Years Ending June 30, 2022 and June 30, 2023

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On March 14, 2022, the Joint Standing Committee on Veterans and Legal Affairs met to review the items in the Governor's proposed supplemental budget pertaining to the agencies under the committee's jurisdiction. Members who were unable to attend the meeting were provided an opportunity to cast their votes after the meeting. As is reflected in the attached report-back worksheet supplied by OFPR, voting committee members unanimously recommended (8-0 or 9-0) acceptance of each of the proposed supplemental budget initiatives and language items for the following departments and programs:

- Alcoholic Beverages-General Operations and Lottery Operations within the Department of Administrative and Financial Services;
- Military Training and Operations and Veterans Services within the Department of Defense, Veterans and Emergency Management;
- The Commission on Governmental Ethics and Election Practices; and
- The Gambling Control Board within the Department of Public Safety.

Committee members who cast votes also unanimously recommended (8-0) acceptance of the initiatives with reference numbers 982 and 983 but were divided (7-1) on whether to recommend acceptance of reference numbers 984 to 989 within the budget of the Department of the Secretary of State's Bureau of Administrative Services and Corporations.

In addition, a majority (7-1) of committee members who cast votes recommend that the following two new initiatives be incorporated into the supplemental budget bill:

1. **Commission on Governmental Ethics and Election Practices - New Initiative To Increase General Fund Appropriations**

The Legislature has charged the Commission on Governmental Ethics and Election Practices with myriad duties, including overseeing lobbyist registration and reporting under Title 3, chapter 15 of the Maine Revised Statutes; overseeing state employee and Legislator financial disclosures under Title 5, chapter 1 and Title 1, chapter 25; issuing advisory opinions and investigating complaints regarding violations of legislative ethics under Title 1, chapter 25; administering the State’s campaign finances laws for all candidates, political action committees and ballot question committees under Title 21-A, chapter 13; and administering the Maine Clean Election Act (MCEA) under Title 21-A, chapter 14.

As Executive Director Jonathan Wayne explained in his supplemental budget testimony dated March 7, 2022, the Ethics Commission currently receives insufficient General Fund appropriations to meet the costs of fulfilling its non-MCEA statutory obligations, resulting in a situation where funding from the Maine Clean Election Fund has been used to subsidize the Ethics Commission’s non-MCEA duties. By statute, the Maine Clean Election Fund should be used only “to finance the election campaigns of certified [MCEA] candidates running for Governor, State Senator and State Representative and to pay administrative and enforcement costs of the commission related to [the MCEA].”

Accordingly, in his testimony,<sup>1</sup> Executive Director Wayne requested that the Ethics Commission receive the following additional General Fund appropriations, which will cover 45% of the Commission’s total personal services and all other costs:

	Current General Fund allocation for FY 2023	Proposed increase	Proposed General Fund allocation for FY 2023
Personal Services	\$173,143	\$171,172	\$344,315
All Other	\$8,897	\$107,821	\$116,718
<b>Total</b>	<b>\$182,040</b>	<b>\$278,993</b>	<b>\$461,033</b>

A majority (7-1) of the members of our committee who cast votes on this proposal recommend that a new initiative be added to the supplemental budget bill to increase the Ethics Commission’s General Fund appropriations by these amounts. (Members supporting this initiative: Hickman, Miramant, Caiazzo, McCreight, Rielly, Supica and Wood; Member opposed: Kinney).

2. **Department of the Secretary of State - New Initiative to Establish an Audit and Training Division and to Include the Language of LD 1155 (as amended)**

During the First Special Session, a majority of our committee voted in favor of an amended version of LD 1155, An Act To Require Election Transparency and Audits. After being further amended on the floor in both chambers, the bill was placed on the Special Appropriations Table in the Senate. In its current version the bill would, among other things, require the Secretary of State to design and conduct a pilot risk-limiting post-election audit after the November 2022 general election and, beginning January 1,

<sup>1</sup> An electronic copy of Executive Director Wayne’s testimony is posted here: <https://legislature.maine.gov/doc/8317>.

2024, authorize the Secretary of State to conduct risk-limiting post-election audits on statewide or federal elections held in the State that are selected by the Secretary of State according to criteria established by rule. To accomplish these tasks, the amended version of the bill includes funding for a new 5-person election auditing division within the Department of the Secretary of State.

It is our understanding that the Maine Town & City Clerks' Association testified during the joint public hearing on the supplemental budget held by the Appropriations and Financial Affairs Committee and the State and Local Government Committee in favor of increasing the capacity of the Department of the Secretary of State to providing training and assistance to municipal clerks who administer the State's elections. Accordingly, the Secretary of State proposed that our committee recommend that the following new initiative be added to the supplemental budget. This new initiative would establish a new 5-person division within the Department tasked with both performing the post-election audits described in LD 1155 and providing the additional training and technical assistance requested by municipal clerks:

**SECRETARY OF STATE, DEPARTMENT OF**

**Bureau of Administrative Services and Corporations 0692**

Initiative: Establishes one Auditor I position, one Auditor II position, one Training & Outreach position, one Division Assistant position and one Division Director position to comprise the Audit and Training Division within the Department of the Secretary of State. The Division will develop a pilot post-election audit which will be based on statistical principles designed to limit the risk that certified election returns may produce an incorrect outcome. The Division may consult with state and municipal election officials, election security advocates and other experts in the field of election audits and recounts.

<b>GENERAL FUND</b>	<b>2021-22</b>	<b>2022-23</b>
POSITIONS - LEGISLATIVE COUNT	0.000	5.000
Personal Services	\$0	\$483,293
All Other		\$42,658
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$525,951</b>

A majority (7-1) of the members of our committee who cast votes on this proposal recommend that both the text of the amended version of LD 1155 that is currently on the Special Appropriations Table and the revised appropriations section set forth above be included in the supplemental budget bill. (Members supporting this initiative: Hickman, Miramant, Caiazzo, McCreight, Rielly, Supica and Wood; Member opposed: Kinney.).

Thank you for your time and consideration of our recommendations. Please let us know if you have any questions.

- cc: Members, Joint Standing Committee on Veterans and Legal Affairs  
 Shenna Bellows, Secretary of State  
 Jonathan Wayne, Executive Director, Commission on Governmental Ethics and Election Practices  
 Maureen Dawson, Principal Analyst, OFPR  
 Michael Russo, Legislative Analyst, OFPR  
 Suzanne Voynik, Legislative Analyst, OFPR

## VLA Committee Report-Back

Sec. A-1. Appropriations and allocations. The following appropriations and allocations are made.

### ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF

#### Alcoholic Beverages - General Operation 0015

Initiative: Provides funding for the approved reclassification of one Secretary Associate Supervisor position to an Office Specialist II Supervisor position.

Ref. #: 10

Committee Vote: IN 8-0

AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$8,870	\$16,123
GENERAL FUND TOTAL	\$0	\$8,870	\$16,123

#### Justification:

This request realigns the current position to the proper classification for the duties being performed. This will also provide funding for the approved retroactive payment to the position.

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#### Alcoholic Beverages - General Operation 0015

Initiative: Provides funding for the approved reclassification of one Accounting Associate I position to an Office Associate II position.

Ref. #: 11

Committee Vote: IN 8-0

AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$1,518	\$2,713
GENERAL FUND TOTAL	\$0	\$1,518	\$2,713

#### Justification:

This request realigns the sole position which is not currently an Office Associate II position to enable cross-functional performance of all licensing and excise tax reconciliation activities. This will also provide funding for the approved retroactive payment to the position.

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#### Alcoholic Beverages - General Operation 0015

Initiative: Provides funding for the approved reclassification of 2 Office Associate II positions to Liquor Tax Auditor positions.

Ref. #: 12

Committee Vote: IN 8-0

AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$4,117	\$7,166
GENERAL FUND TOTAL	\$0	\$4,117	\$7,166

**Justification:**

This request realigns the current positions to the proper classification for the duties being performed. This will also provide funding for the approved retroactive payment to the position.

**Alcoholic Beverages - General Operation 0015**

Initiative: Establishes 2 Liquor Licensing Inspector positions to provide investigative and protective services work inspecting and licensing retail liquor stores, restaurants and clubs throughout the State per statutory requirements.

Ref. #: 13

Committee Vote: IN 8-0

AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

	2020-21	2021-22	2022-23
<b>STATE ALCOHOLIC BEVERAGE FUND</b>			
POSITIONS - LEGISLATIVE COUNT	0.000	0.000	2.000
Personal Services	\$0	\$0	\$175,390
All Other	\$0	\$0	\$75,473
<b>STATE ALCOHOLIC BEVERAGE FUND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,863</b>

**Justification:**

This request adds 2 positions to the current level of 5 Liquor Licensing Inspectors currently covering the state. This team expansion will enable the group to meet the expansion and demands of the alcohol industry and the resultant increase in licensing and inspection requirements in Maine. With the current staff level, it is extremely difficult to meet the existing demands of Maine's alcohol industry. Current workload averages 1,240 establishments per inspector. Other agencies like the HIP program in DHHS has 17 inspectors with an average of 450 establishments per inspector. The number of liquor establishments and other special permits issued and overseen by the Bureau is approximately 6,200. Adding more inspectors will allow the inspectors more time to conduct more visits with manufacturers and establishments. This requested increase in the number of Liquor Licensing Inspectors will result in each of Maine's inspectors still being responsible for more than twice as many establishments in an area three times the square mileage area of coverage as compared to New Hampshire and Vermont.

**Alcoholic Beverages - General Operation 0015**

Initiative: Provides funding for the approved reclassification of one Public Service Coordinator I position to a Public Service Coordinator II position.

Ref. #: 14

Committee Vote: IN 8-0

AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

	2020-21	2021-22	2022-23
<b>STATE ALCOHOLIC BEVERAGE FUND</b>			
Personal Services	\$0	\$5,937	\$10,688
<b>STATE ALCOHOLIC BEVERAGE FUND TOTAL</b>	<b>\$0</b>	<b>\$5,937</b>	<b>\$10,688</b>

**Justification:**

This request realigns the current position in response to the increased workload and responsibilities undertaken by the incumbent resulting from the increased spirits sales market in the state. This will also provide funding for the approved retroactive payment to the position.

This position manages the spirits industry and its products in Maine. Since fiscal year 2014-15, the Maine spirits business has added more than 100 spirits retailers, an increase of more than 26 percent, while also seeing sales increase 52 percent, reflected by increases of more than 7 percent in each year of the current spirits contract. Additionally, the number of

individual spirits products managed by this position has grown from 3,000 to more than 4,600; an increase of more than 53 percent since fiscal year 2014-15.

**Lottery Operations 0023**

Initiative: Establishes one Games Manager position to manage all lottery games in the State.

Ref. #: 16

Committee Vote: **IN 8-0**

AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

STATE LOTTERY FUND	2020-21	2021-22	2022-23
POSITIONS - LEGISLATIVE COUNT	0.000	0.000	1.000
Personal Services	\$0	\$0	\$85,991
All Other	\$0	\$0	\$12,536
<b>STATE LOTTERY FUND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$98,527</b>

**Justification:**

This request establishes one Games Manager position to manage all state lottery games including game elements comprised of artwork, prize structure, working papers and game activity timelines. This position will be responsible for managing 40 instant ticket games, 9 draw games and 15 Fast Play games and allow the lottery deputy director and Marketing Manager, currently sharing those duties, to focus on their strategic responsibilities. Since fiscal year 2015-16, annual lottery sales have increased from \$272 million to nearly \$391 million, a 43.5 percent increase. This increase in sales resulted in a record \$71 million in profits to the General Fund for fiscal year 2020-21. In order to maintain this growth, the lottery must continue to develop and market new and more entertaining games to compete in the marketplace of gaming opportunities. The Maine Lottery currently has 22 FTEs to support and manage a lottery comprised of 1100 lottery retailers across the state.

**ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF**

DEPARTMENT TOTALS	2020-21	2021-22	2022-23
GENERAL FUND	\$0	\$14,505	\$26,002
STATE ALCOHOLIC BEVERAGE FUND	\$0	\$5,937	\$261,551
STATE LOTTERY FUND	\$0	\$0	\$98,527
<b>DEPARTMENT TOTAL - ALL FUNDS</b>	<b>\$0</b>	<b>\$20,442</b>	<b>\$386,080</b>

**Sec. A-7. Appropriations and allocations.**

The following appropriations and allocations are made.

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

**Military Training and Operations 0108**

Initiative: Provides funding for the approved reorganization of one Custodial Worker III position to an Executive Housekeeper position.

Ref. #: 264

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$188	\$1,249
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$188</b>	<b>\$1,249</b>

Ref. #: 265

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

FEDERAL EXPENDITURES FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$564	\$3,751
<b>FEDERAL EXPENDITURES FUND TOTAL</b>	<b>\$0</b>	<b>\$564</b>	<b>\$3,751</b>

**Justification:**

This is an approved management-initiated reorganization to provide for the additional duties and responsibilities required of the position. The primary purpose of this position will be to perform maintenance and personnel services work of a supervisory nature in monitoring, coordinating, and overseeing day-to-day operations and staff engaged in a variety of custodial activities within multiple facilities. Responsibilities will entail planning, assigning, supervising, and inspecting staff work; overseeing ordering and delivery of products; testing and evaluating new equipment and products to maximize unit efficiency and cost effectiveness; and maintaining inventories of supplies and equipment.

**Military Training and Operations 0108**

Initiative: Provides funding for the approved reorganization of 3 Custodial Worker II positions to 3 Building Custodian positions.

Ref. #: 266

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$637	\$2,547
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$637</b>	<b>\$2,547</b>

Ref. #: 267

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

FEDERAL EXPENDITURES FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$1,908	\$7,627
<b>FEDERAL EXPENDITURES FUND TOTAL</b>	<b>\$0</b>	<b>\$1,908</b>	<b>\$7,627</b>

**Justification:**

This is an approved management-initiated reorganization to provide for the additional duties and responsibilities required of the position. The primary purpose of these positions will be to perform maintenance and personal service work involving the custodial care and maintenance of public buildings. Responsibilities will include cleaning floors and carpets; dusting and polishing furniture; washing windows, woodwork, toilets, washrooms, and fixtures; changing light bulbs; performing trash and recycling removal services; and operating and maintaining various types of custodial equipment.

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**Military Training and Operations 0108**

Initiative: Provides funding for the approved reorganization of one Building Maintenance Superintendent position to a Superintendent of Buildings position.

Ref. #: 268

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

**GENERAL FUND**

Personal Services

	2020-21	2021-22	2022-23
Personal Services	\$0	\$409	\$2,747
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$409</b>	<b>\$2,747</b>

GENERAL FUND TOTAL

Ref. #: 269

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

**FEDERAL EXPENDITURES FUND**

Personal Services

	2020-21	2021-22	2022-23
Personal Services	\$0	\$1,226	\$8,242
<b>FEDERAL EXPENDITURES FUND TOTAL</b>	<b>\$0</b>	<b>\$1,226</b>	<b>\$8,242</b>

FEDERAL EXPENDITURES FUND TOTAL

**Justification:**

This is a approved management-initiated reorganization to provide for the additional duties and responsibilities required of the position. This position is critical to the Maine Air National Guard in that this position manages the installation property management program and assists with and determines the annual financial plan for staff, material and equipment needs for successful operation of our building maintenance program. The position is the primary point of contact for the development and implementation of the installation operational plans for property management/building maintenance which ensure established objectives are validated and met. Additionally, the position oversees our yearly preventative maintenance (PM) inspections/repairs/replacements, recommends upgrades/monitoring and inspection of contractor work, adjusts the frequency of inspections, is on call 24/7, is authorized to make adjustments for the repair/maintenance of facilities so as to complete open work orders based on their experience and knowledge of the career field to include subcontracting, and manages the input of the yearly PM work order system, plans/schedules the work, orders/purchases materials. Finally this position assists the Facility Manager with conducting building assessments/inspections as well as serving as the acting Facility Manager when the Facility Manager is absent. This position was vacant as of 12/28/21.

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**Military Training and Operations 0108**

Initiative: Provides funding for the approved reorganization of one Carpenter position to a Building Maintenance Coordinator position.

Ref. #: 270

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

**GENERAL FUND**

Personal Services

	2020-21	2021-22	2022-23
Personal Services	\$0	\$274	\$1,093



GENERAL FUND TOTAL

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\$0                  \$274                  \$1,093

Ref. #: 271

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

**FEDERAL EXPENDITURES FUND**

Personal Services

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2020-21                  2021-22                  2022-23

\$0                  \$821                  \$3,283

FEDERAL EXPENDITURES FUND TOTAL

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\$0                  \$821                  \$3,283

**Justification:**

This is an approved management-initiated reorganization to provide for the additional duties and responsibilities required of the position. This position provides yearly preventative maintenance inspections/repairs/replacements, recommends upgrades/monitoring and inspection of contractor work, adjusts the frequency of inspections, is on call 24/7 and is authorized to make adjustments for the repair/maintenance of facilities so as to complete open work orders based on their experience and knowledge of the career field to include subcontracting. Provides input to the yearly PM work order system, plans/schedules the work, orders/purchases materials, is the Subject Mater Expert for all structural, masonry and carpentry issues. Additionally, this position assists the Building Maintenance Superintendent and the Facility Manager with conducting building assessments/inspections.

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**Military Training and Operations 0108**

Initiative: Provides funding for the approved reorganization of one Office Specialist I position to a Contract/Grant Specialist position.

Ref. #: 272

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

**GENERAL FUND**

Personal Services

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2020-21                  2021-22                  2022-23

\$0                  \$322                  \$1,939

GENERAL FUND TOTAL

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\$0                  \$322                  \$1,939

Ref. #: 273

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

**FEDERAL EXPENDITURES FUND**

Personal Services

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2020-21                  2021-22                  2022-23

\$0                  \$965                  \$5,810

FEDERAL EXPENDITURES FUND TOTAL

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\$0                  \$965                  \$5,810

**Justification:**

This is an approved management-initiated reorganization to provide for the additional duties and responsibilities required of the position. The 101st Air Refueling Wing is authorized an office specialist position to support base operations. This initiative upgrades the Office Specialist I position to a Contract/Grant Specialist and is necessary to ensure all solicitations, bids, correspondence, contracts and funding tasks for goods, services and construction related activities that are required of the Maine Air National Guard are accomplished in a timely and professional manner.

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**Military Training and Operations 0108**

Initiative: Provides funding for custodial service contracts at armories and readiness centers across the State that currently do not have a custodian or custodial services contract.

Ref. #: 274

Committee Vote: IN 8-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW

GENERAL FUND	2020-21	2021-22	2022-23
All Other	\$0	\$20,000	\$81,000
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$81,000</b>

Ref. #: 275

Committee Vote: IN 8-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW

FEDERAL EXPENDITURES FUND	2020-21	2021-22	2022-23
All Other	\$0	\$23,200	\$94,000
<b>FEDERAL EXPENDITURES FUND TOTAL</b>	<b>\$0</b>	<b>\$23,200</b>	<b>\$94,000</b>

**Justification:**

These facilities are currently being cleaned by Maine Army National Guard (MEARNG) members. This hinders the Maine National Guard's ability to perform mission essential training of service members across the state. The funding request is to support 13 armories with approximately 195,000 square feet requiring custodial work.

**Military Training and Operations 0108**

Initiative: Provides funding to replace 2 leased vehicles with the Department of Administrative and Financial Services, Central Fleet Management Division.

Ref. #: 276

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
All Other	\$0	\$0	\$15,108
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,108</b>

**Justification:**

This initiative is for Central Fleet leased vehicle replacement. Presently the Bureau has two vehicles at or beyond their useful life. Central Fleet has notified the Director of Building Control Operations and informed him they no longer intend to support the vehicles in question. Central Fleet recovers the cost of purchase in the first 36 months of the lease. This funding covers the difference between the current lease cost and increased cost for leasing new replacement vehicles.

**Military Training and Operations 0108**

Initiative: Provides funding for the approved reorganization of one Civil Engineer II position to a Civil Engineer III position.

Ref. #: 277

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

FEDERAL EXPENDITURES FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$1,677	\$10,645

FEDERAL EXPENDITURES FUND TOTAL	\$0	\$1,677	\$10,645
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**Justification:**

This is an approved management-initiated reclassification to provide for the additional duties and responsibilities required of the position. This position is required to provide the senior breadth and depth of facilities project management knowledge, skills and abilities of the Civil Engineer III classification. It also requires a Supervisory job classification to supervise 3 Facility Project Managers and 1 Engineering Technician IV position.

**Veterans Services 0110**

Initiative: Provides funding for the approved reorganization of 11 Veterans Services Officer positions from range 23 to range 25.

Ref. #: 279

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$31,386	\$135,717
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$31,386</b>	<b>\$135,717</b>

**Justification:**

This is an approved management-initiated reclassification to provide for the additional duties and responsibilities required of the position. The Agency has updated its minimum qualifications in response to Federal requirements and assigned new duties to address operational needs resulting in a request to review the current FJA-1 for 11 Veterans Services Officer positions. As of 12/28/21, 5 of these positions are vacant. Review of the current FJA-I documentation, audit information, and historical analysis of the class file revealed that, although the nature of the work remains consistent with the existing classification, the breadth and depth of the work is changing directly related to implementation of the Appeals Modernization Act, Mission Act of 2018, use of multiple complex web-portal programs, and VA Pension program modifications. Responsibilities entail obtaining and retaining required certifications, supervising staff, overseeing day-to-day operations of field/itinerant offices, coordinating mental health and housing services, ensuring consistency and compliance with decentralized recognition programs, and leading and advocating for benefits before multiple VA entities, all of which supports re-evaluation.

**Veterans Services 0110**

Initiative: Provides funding for the approved reorganization of 3 Heavy Equipment Operator II positions to 3 Grounds & Equipment Supervisor positions.

Ref. #: 280

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$2,732	\$17,158
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$2,732</b>	<b>\$17,158</b>

**Justification:**

This is an approved management-initiated reorganization to provide for the additional duties and responsibilities required of the position. Administration and maintenance of the grounds at the 4 Maine Bureau of Veterans Services cemeteries has become increasingly complex and multi-faceted over the last decade. This position must now supervise and direct groundskeeping crews and private contractors at each of the cemeteries. This position must also adhere and manage

operations in accordance with the State of Maine Veterans Cemetery Standard Operating Procedure which incorporates specific and detailed requirements of the US Dept of Veterans Affairs National Cemetery Administration.

**Veterans Services 0110**

Initiative: Provides funding for the approved reorganization of 6 Groundskeeper II positions to 6 Heavy Equipment Operator II positions.

Ref. #: 281

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$8,038	\$34,368
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$8,038</b>	<b>\$34,368</b>

**Justification:**

This is an approved management-initiated reclassification to provide for the additional duties and responsibilities required of the position. Administration and maintenance of the grounds at the 4 Maine Bureau of Veterans Services cemeteries has become increasingly complex and multi-faceted over the last decade. This position and others like it perform the duties of the current position while also routinely engaging in the plot openings and closures, attendance at funerals, upkeep of burial records and locations at the various cemeteries throughout the State. The duties of the position are more consistent with those of the Heavy Equipment Operator II.

**Veterans Services 0110**

Initiative: Provides funding for the approved reorganization of 2 Grounds & Equipment Supervisor positions to 2 Grounds & Equipment Maintenance Manager positions.

Ref. #: 282

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	\$0	\$2,021	\$11,563
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$2,021</b>	<b>\$11,563</b>

**Justification:**

This is an approved management-initiated reorganization to provide for the additional duties and responsibilities required of the position. Administration and maintenance of the grounds at the 4 Maine Bureau of Veterans Services cemeteries has become increasingly complex and multi-faceted over the last decade. In this management position, they must balance the supervision of a crew that provides upkeep, plot openings and closures, attendance at funerals, upkeep of burial records and locations along with a set of strong interpersonal skills that is necessary to successfully interact with funeral home directors, military honor guard details, private maintenance contractors and most importantly grieving families.

**Veterans Services 0110**

Initiative: Provides funding to increase the hours of one part-time Office Associate II position from 40 hours to 80 hours.

Ref. #: 283

Committee Vote: IN 9-0

AFA Vote: \_\_\_\_\_

Members: CH, BF, DM, CC, JM, MR, LS, BW, MK

GENERAL FUND	2020-21	2021-22	2022-23

POSITIONS - LEGISLATIVE COUNT	0.000	0.500	0.500
Personal Services	\$0	\$8,538	\$35,903
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$8,538</b>	<b>\$35,903</b>

**Justification:**

Public Law 2021, chapter 429, added 2 new Veteran Service Officers to the Maine Bureau of Veterans Services with the intent of growing outreach and support to veterans. As a result the bureau anticipates increased workload in the areas of financial recordkeeping, administrative functions, strategic partnership and homeless veterans services. Making this position full-time will help the bureau accommodate this increased workload. Having a full-time person in this position will also improve continuity of programs given our limited staff.

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

<b>DEPARTMENT TOTALS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>GENERAL FUND</b>	<b>\$0</b>	<b>\$74,545</b>	<b>\$340,392</b>
<b>FEDERAL EXPENDITURES FUND</b>	<b>\$0</b>	<b>\$30,361</b>	<b>\$133,358</b>
<b>DEPARTMENT TOTAL - ALL FUNDS</b>	<b>\$0</b>	<b>\$104,906</b>	<b>\$473,750</b>

Sec. A-13. Appropriations and allocations. The following appropriations and allocations are made.

**ETHICS AND ELECTION PRACTICES, COMMISSION ON GOVERNMENTAL**

**Governmental Ethics and Election Practices - Commission on 0414**

Initiative: Provides funding for the approved reorganization of one Secretary Associate Legal position to a Secretary Specialist position in the Governmental Ethics and Election Practices - Commission on program.

Ref. #: 441	Committee Vote: <u>IN 8-0</u>	AFA Vote: _____	
	Members: CH, DM, CC, JM, MR, LS, BW, MK		
<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services	\$0	\$1,641	\$6,568
<b>GENERAL FUND TOTAL</b>	<b>\$0</b>	<b>\$1,641</b>	<b>\$6,568</b>

Ref. #: 442	Committee Vote: <u>IN 8-0</u>	AFA Vote: _____	
	Members: CH, DM, CC, JM, MR, LS, BW, MK		
<b>OTHER SPECIAL REVENUE FUNDS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services	\$0	\$1,094	\$4,377
<b>OTHER SPECIAL REVENUE FUNDS TOTAL</b>	<b>\$0</b>	<b>\$1,094</b>	<b>\$4,377</b>

**Justification:**

The Bureau of Human Resources has approved the position reorganization, which aligns the position classification more closely to assigned duties.

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**ETHICS AND ELECTION PRACTICES, COMMISSION ON GOVERNMENTAL**

<b>DEPARTMENT TOTALS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>GENERAL FUND</b>	<b>\$0</b>	<b>\$1,641</b>	<b>\$6,568</b>
<b>OTHER SPECIAL REVENUE FUNDS</b>	<b>\$0</b>	<b>\$1,094</b>	<b>\$4,377</b>
<b>DEPARTMENT TOTAL - ALL FUNDS</b>	<b>\$0</b>	<b>\$2,735</b>	<b>\$10,945</b>

See also the new initiative for the Ethics Commission described in the cover memorandum.

**Sec. A-33. Appropriations and allocations.**

The following appropriations and allocations are made.

**PUBLIC SAFETY, DEPARTMENT OF**

**Gambling Control Board Z002**

Initiative: Provides one-time funding for casino employees to submit their applications through the licensing database by providing access to the online licensing application.

Ref. #: 973

One Time

Committee Vote: IN 8-0

AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

**OTHER SPECIAL REVENUE FUNDS**

**2020-21**

**2021-22**

**2022-23**

All Other

\$0

\$66,370

\$0

**OTHER SPECIAL REVENUE FUNDS TOTAL**

\$0

\$66,370

\$0

**Justification:**

This initiative provides the funding to move the paper application process to an online application process that ties into the existing Agency License Management System (ALMS).

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**PUBLIC SAFETY, DEPARTMENT OF**

**DEPARTMENT TOTALS**

**2020-21**

**2021-22**

**2022-23**

**OTHER SPECIAL REVENUE FUNDS**

**\$0**

**\$66,370**

**\$0**

**DEPARTMENT TOTAL - ALL FUNDS**

**\$0**

**\$66,370**

**\$0**

Sec. A-34. Appropriations and allocations. The following appropriations and allocations are made.

SECRETARY OF STATE, DEPARTMENT OF

Administration - Archives 0050

Initiative: Provides funding for technology cost increases.

Ref. #: 979 Committee Vote: \_\_\_\_\_ AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>Not in VLA jurisdiction; no vote taken.</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
All Other		\$0	\$5,763	\$20,786
<b>GENERAL FUND TOTAL</b>		<b>\$0</b>	<b>\$5,763</b>	<b>\$20,786</b>

Administration - Archives 0050

Initiative: Provides funding to purchase software and maintenance for a digital preservation system.

Ref. #: 980 Committee Vote: \_\_\_\_\_ AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>Not in VLA jurisdiction; no vote taken.</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
All Other		\$0	\$0	\$125,679
<b>GENERAL FUND TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$125,679</b>

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for technology cost increases.

Ref. #: 982 Committee Vote: IN 8-0 AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

<b>GENERAL FUND</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
All Other		\$0	\$52,774	\$59,267
<b>GENERAL FUND TOTAL</b>		<b>\$0</b>	<b>\$52,774</b>	<b>\$59,267</b>

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for meter postage increases.

Ref. #: 983 Committee Vote: IN 8-0 AFA Vote: \_\_\_\_\_

Members: CH, DM, CC, JM, MR, LS, BW, MK

<b>GENERAL FUND</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
All Other		\$0	\$8,545	\$12,805
<b>GENERAL FUND TOTAL</b>		<b>\$0</b>	<b>\$8,545</b>	<b>\$12,805</b>



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**Bureau of Administrative Services and Corporations 0692**

Initiative: Provides funding for the approved reorganization of 3 Customer Representative Specialist - Elections positions to 3 Office Specialist I positions.

Ref. #: 984	Committee Vote: <u>IN 7-1</u>	AFA Vote: _____		
	Vote IN: CH, DM, CC, JM, MR, LS, BW			
<b>GENERAL FUND</b>	Vote OUT: MK	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services		\$0	\$2,288	\$8,073
<b>GENERAL FUND TOTAL</b>		<u>\$0</u>	<u>\$2,288</u>	<u>\$8,073</u>

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**Bureau of Administrative Services and Corporations 0692**

Initiative: Provides funding for the approved reorganization of 9 Customer Representative Specialist - Corporate positions to 9 Office Specialist I positions.

Ref. #: 985	Committee Vote: <u>IN 7-1</u>	AFA Vote: _____		
	Vote IN: CH, DM, CC, JM, MR, LS, BW			
<b>GENERAL FUND</b>	Vote OUT: MK	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services		\$0	\$2,760	\$9,506
<b>GENERAL FUND TOTAL</b>		<u>\$0</u>	<u>\$2,760</u>	<u>\$9,506</u>

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Ref. #: 986	Committee Vote: <u>IN 7-1</u>	AFA Vote: _____		
	Vote IN: CH, DM, CC, JM, MR, LS, BW			
<b>OTHER SPECIAL REVENUE FUNDS</b>	Vote OUT: MK	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services		\$0	\$1,573	\$4,756
<b>OTHER SPECIAL REVENUE FUNDS TOTAL</b>		<u>\$0</u>	<u>\$1,573</u>	<u>\$4,756</u>

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**Bureau of Administrative Services and Corporations 0692**

Initiative: Provides funding for the approved reorganization of one Customer Representative Associate I position to an Office Specialist I position.

Ref. #: 987	Committee Vote: <u>IN 7-1</u>	AFA Vote: _____		
	Vote IN: CH, DM, CC, JM, MR, LS, BW			
<b>GENERAL FUND</b>	Vote OUT: MK	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services		\$0	\$1,156	\$5,184
<b>GENERAL FUND TOTAL</b>		<u>\$0</u>	<u>\$1,156</u>	<u>\$5,184</u>

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**Bureau of Administrative Services and Corporations 0692**

Initiative: Provides funding for the approved reorganization of one Public Service Manager I position to a Public Service Manager II position.

Ref. #: 988

Committee Vote: IN 7-1

AFA Vote: \_\_\_\_\_

Vote IN: CH, DM, CC, JM, MR, LS, BW

Vote OUT: MK

	2020-21	2021-22	2022-23
<b>GENERAL FUND</b>			
Personal Services	\$0	\$2,182	\$13,315
<b>GENERAL FUND TOTAL</b>	<u>\$0</u>	<u>\$2,182</u>	<u>\$13,315</u>

**Bureau of Administrative Services and Corporations 0692**

Initiative: Provides funding for the approved reorganization of 2 Office Specialist II Supervisor positions to 2 Corporations and Elections Program Specialist positions.

Ref. #: 989

Committee Vote: IN 7-1

AFA Vote: \_\_\_\_\_

Vote IN: CH, DM, CC, JM, MR, LS, BW

Vote OUT: MK

	2020-21	2021-22	2022-23
<b>GENERAL FUND</b>			
Personal Services	\$0	\$1,812	\$15,319
<b>GENERAL FUND TOTAL</b>	<u>\$0</u>	<u>\$1,812</u>	<u>\$15,319</u>

**SECRETARY OF STATE, DEPARTMENT OF**

	2020-21	2021-22	2022-23
<b>DEPARTMENT TOTALS</b>			
<b>GENERAL FUND</b>	\$0	\$77,280	\$269,934
<b>OTHER SPECIAL REVENUE FUNDS</b>	\$0	\$1,573	\$4,756
<b>DEPARTMENT TOTAL - ALL FUNDS</b>	<u>\$0</u>	<u>\$78,853</u>	<u>\$274,690</u>

See also the new initiative for the Secretary of State, Bureau of Administrative Services and Corporations described in the cover memorandum.

**PART J**

**Sec. J-1. Transfer from General Fund unappropriated surplus; Maine Military Reserve Fund.** Notwithstanding any other provision of law, the State Controller shall transfer \$6,500,000 from the General Fund unappropriated surplus to the Maine Military Reserve Fund, established under the Maine Revised Statutes, Title 5, section 1523, within the Department of Administrative and Financial Services no later than June 30, 2022 for the purpose of settling outstanding obligations of the Maine Military Authority.

**PART J  
SUMMARY**

**Committee Vote: IN 8-0**  
Members: CH, DM, CC, JM, MR, LS, BW, MK

This Part requires the transfer of \$6,500,000 in fiscal year 2021-22 from the unappropriated surplus of the General Fund to the Maine Military Reserve Fund to settle outstanding obligations of the Maine Military Authority.

**PART T**

**Sec. T-1. Carrying provision; Department of Defense, Veterans and Emergency Management Agency.** Notwithstanding any provision of law to the contrary, the State Controller shall carry forward any unexpended balance of the \$400,000 provided under Public Law 2021, chapter 398, in the All Other line category at the end of fiscal year 2021-22 to fiscal year 2022-23 in the Administration-Department of Defense, Veterans and Emergency Management Agency to continue the environmental closure activity costs at the former Maine Military Authority site in Limestone.

**PART T  
SUMMARY**

**Committee Vote: IN 8-0**  
Members: CH, DM, CC, JM, MR, LS, BW, MK

This Part carries forward the remaining portion of one-time funding for environmental closure activity costs at the former Maine Military Authority site in Limestone appropriated in Public Law 2021, chapter 398. Two sequential contracts are required to conduct a full background investigation and sampling plan and then use the results of the first contract to