

The Board of Public Works is composed of the Governor, the Comptroller of the Treasury, and the State Treasurer. The Constitution requires the Board to meet on the first Wednesday of January, April, July, and October in Annapolis and more often when necessary (Const., Art. XII, secs. 1-3). Usually, meetings are held weekly.

The Board exercises such powers and duties as are prescribed in the Constitution or delegated to it from time to time by the General Assembly. The Board approves the expenditures of all sums appropriated through State loans authorized by the General Assembly, as well as the expenditures of all general and other funds appropriated for capital improvements except those appropriated for State roads, bridges, and highways. The Board approves every new lease or renewal for land, buildings, or office space before such contracts are executed by any department, board, commission, State officer, or institution of the State. It may also designate the location of any State agency, after review by the Secretary of Budget and Fiscal Planning.

The Board may borrow upon the credit of the State, at any time between the sessions of the General Assembly, sums not to exceed \$50,000 to meet temporary deficits in the Treasury. In addition, the Board may borrow upon the credit of the State total amounts not exceeding \$1,000,000 in anticipation of the collection of taxes or other revenues, including the proceeds from the sale of bonds. All such loans bear interest at a rate determined by the Board, and must mature and be repaid at or before the end of the fiscal year in which the money is borrowed (Const., Art. III, sec. 34).

Upon recommendation of the Comptroller, the Board may adopt regulations covering matters of business administration in the various departments, institutions, and agencies of the State, including the fixing of uniform rates of mileage allowance and the terms and renewals of all bonds furnished by State officials and employees. The sale, lease, or transfer of any real property belonging to any State agency or institution must be approved and the conveyance signed by the Board and the highest official of the agency or institution. Where no agency or institution claims the property, the Board executes the conveyance. The Board of Public Works has custody of the General Emergency Fund, which is used to supplement the budgets of the agencies and institutions of the State. The Board also must issue a license to anyone who seeks to dredge or fill in State wetlands.

The Board of Public Works is required to adopt and promulgate rules, regulations, and procedures for the administration of the State Public School Construction Program and to approve the allocations which are to be paid to each of the counties and Baltimore City (Code 1957, Articles 15A, 23, 27, 31, 41, 43, 73B, 78A, 94A; Education Article; Estates and Trusts Article; Environment Article; Natural Resources Article; State Finance and Procurement Article; State Government Article; Transportation Article).

OFFICE OF THE SECRETARY

James J. McGinty, Jr., *Secretary*
 M. Gail Moran, *Assistant Secretary*

Goldstein Treasury Building, Room 309
 60 Calvert St.
 Annapolis, MD 21401

974-3443

The office of the Secretary is charged with certain administrative functions in connection with matters brought before the Board of Public Works. The office is responsible for preparing one of the several agendas considered by the Board at its meetings and for scheduling the appearance of persons wishing to testify at meetings. It must notify all affected parties of actions taken by the Board. It prepares, distributes, and maintains the minutes of each of the meetings. A library of tape recordings and transcripts of each meeting is also maintained. The office provides information to other State agencies, the news media, and the public at large, and undertakes research as requested. The operating budget of the Board of Public Works, which contains a number of

grant programs to private agencies, institutions, colleges, and universities, is prepared and administered by this office.

WETLANDS ADMINISTRATION

Harold Cassell, *Wetlands Administrator*

Old Armory Building
 11 Bladen St.
 Annapolis, MD 21401

974-2664

Chapter 241 of the Acts of 1970 requires that anyone wishing to dredge or fill in State wetlands must first secure a license from the Board of Public Works. In order to fulfill its statutory responsibilities, the Board has appointed a Wetlands Administrator. The duties of this office include the receipt of applications, as well as scheduling and conducting the required public hearing. After holding the hearing and considering all other information relevant to the application, the Administrator then prepares a written report to the Board of Public