



STATE OF MAINE  
DEPARTMENT OF CONSERVATION  
22 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0022

ANGUS S. KING, JR.  
GOVERNOR

RONALD B. LOVAGLIO  
COMMISSIONER

January 11, 2000

Mr. Tim Caverly  
Maine PEER  
PO Box 365  
Millinocket, ME 04462

RE: Letter of January 4, 2000

Dear Mr. Caverly:

I am responding to the questions raised in your January 4th letter regarding billing for the Bureau's Residential Camplot Leasing Program.

In determining late fees for payments owed, a copy of the camplot database is printed prior to the February 1st billing and mailing date. A Clerk Typist utilizes this form to document the date and amount of payments received. Fees are due and payable by May 1st of each year. On June 1st, lessees not marked as paid are sent a late notice.

Regarding John Martin's 1997 lease payment, a copy of his remittance was received on March 24, 1997. A late fee was not charged because the fee was paid before the May 1st deadline. A copy of this remittance is enclosed.

I have also enclosed a copy of the 1999 billing sent to John Martin, along with the late notices sent for the same period. The lease fee for this period has since been paid.

Although the standard late notices were sent out to John Martin, ultimately those fees were waived in recognition of the unique situation created by the loss of overland access to the lease site during that period. Until recently, there was uncertainty as to whether or not the lease would continue. I have enclosed copies of correspondence to Mr. Martin that addresses this issue.

The Bureau believes that the accounting system currently in place for tracking camplot payments is appropriate. The camplot database is linked to an electronic invoice which generates the yearly billing program. Late notices are automated in similar fashion. Remittances received are then logged in by a Clerk Typist responsible for handling these and other Bureau receipts. The billing system has been in place for several years, and provides quick and current information regarding the status of these payments. Because the billing of lease payments is relatively simple

BUREAU OF PARKS AND LANDS  
THOMAS A. MORRISON, DIRECTOR



PHONE: (207) 287-3821  
FAX: (207) 287-3823  
TTY: (207) 287-2213

and straight forward, there has been no need for specialized software. The Bureau, however, will continue to upgrade this system as available technology allows.

Respectfully,

A handwritten signature in black ink that reads "Tom Morrison". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Tom Morrison, Director  
Bureau of Parks and Lands