

# TOWN OF EAST LYME

FY 2008/2009

Dept No. 132

Budget Input

Dept Conservation Comm

1-Feb-08

Acct.	Account Description	08/09 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
212	Conservation Officer		<u>The First Selectman moved the funding for this position to this department from the Planning Department (117) and the Board of Selectmen supported this action. \$22,454.</u>
412	PT Clerical Recording Secretary	1,200	Recording secretary to take minutes of monthly and special Conservation Commission meetings, prepare agendas, maintain records, prepare correspondence, process permit applications, deposit application fees, and prepare, assemble and mail monthly packets to Commission members.
<b>Personnel Services Total</b>		<u>1,200</u>	
<b>200 Services - Contracted/Operations</b>			
243	Consultant	10,000	This account facilitates the payment to outside consultants hired to review complex wetland applications. The monies spent are <b>fully reimbursed</b> by the applicant. Even though the applicant is paying for the consultants services, the Town pays the consultant directly so that the Town is the client not the applicant and there is no conflict of interest.
255	Marketing	0	This account is not currently used.
293	State Fee Levy	1,000	This account facilitates the payment of a \$30 DEP fee per application. The DEP fee is collected as part of the application fee and it is passed on to the DEP quarterly minus a \$2 handling fee that the Town gets for the time and effort involved collect the fee, record keeping , and submitting the collected monies to the DEP. This also is a <b>fully reimbursable</b> account.
<b>Services-Contract/Oper Total</b>		<u>11,000</u>	The \$11,000 total is <b>fully reimbursed</b> and does not cost the tax payers of East Lyme.
<b>300 Operating Expenses</b>			
204	Postage	500	Postage for monthly mailings of information packets to 7 commission members and 3 alternates. Certified mailings of notices of decisions to applicants as required by regulations. Certified mailings of written enforcement orders as required by regulations.

Acct.	Account Description	08/09 Budget	Supporting Description of Activity
242	Meetings/ Conferences	300	Costs involved for annual CACIWC (Connecticut Association of Conservation and Inland Wetlands Commission) meeting (\$40/pp), educational conferences for commission members. The annual meeting is important to receive current information on wetland issues and to meet with peers to discuss how certain issues are addressed in other towns.
243	Training	550	Training expenses to train Commission members. The DEP has an annual 3-segment Municipal Inland Wetland Commissioners Training Program \$55/pp. Each year segment 2 has an update on recent court decisions and new laws pertaining to wetland issues. This training is extremely important as it reduces the town's liability when the commissioners are properly trained and up to date on the laws that pertain to wetland issues. In previous years the cost of training was paid for under #242 Meetings/Conferences. It is more appropriate to show this expence as a separate line item.
245	Dues/Memberships	1,270	\$70 annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWC). \$1200 annual Municipal Contribution to the Eastern Connecticut Conservation District (ECCD). The ECCD supports the commission through involvement in application reviews and providing consultant services as an independent party.
246	Transportation Allowance	800	Mileage reimbursement for Conservation Enforcement Officer utilizing personal vehicle for official duties. Monthly mileage expenses are reviewed and approved by Director of Planning.
251	Printing Brochures	0	Public outreach and education on wetland issues. No monies requested this year due to budget constraints.
320	Misc. Supplies	500	Annual expenses for supplies include cassette tapes and DVDs used to record all meetings and public hearings, office supplies used by the recording secretary and conservation officer, and necessary equipment (i.e. 4-drawer filing cabinet for records storage).
<b>Operating Expenses Total</b>		<b>3,920</b>	
<b>Conservation Comm Total</b>		<b>16,120</b>	\$16,120 - \$11,000 reimbursed expenses = \$5,120. This cost is offset by revenue collected from fees. (\$7,115 was collected in FY0708)

<b>Acct.</b>	<b>Account Description</b>	<b>08/09 Budget</b>	<b>Supporting Description of Activity</b>
--------------	----------------------------	---------------------	---