

TOWN OF EAST LYME

FY 2009/2010

Dept No. 132
 Dept Conservation Comm

Budget Input
 11-Mar-09

Acct.	Account Description	09/10 Budget	Supporting Description of Activity
100 Personnel Services			
212	Conservation Officer		Salary for Wetlands Enforcement Officer. Wetlands Officer prepares agendas for monthly site walks and monthly meetings, responds to citizen concerns/complaints, meet with applicants before and during the application process, review applications, review subdivision plans and special permit applications (zoning), investigate reported wetlands violations and take appropriate action if necessary, perform silt fence inspections, monitor permits through the construction phase, perform final inspections and sign-off on completed permits, review all building permit applications and identify potential wetland conflicts/permit concerns, coordinate with other town departments as necessary. <u>BoF reduced to \$10,856 as a result of management staff deferring 3.5% COLA</u>
		11,250	
412	PT Clerical Recording Secretary		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. <u>BoS reduced to \$1,100</u>
		1,200	
Personnel Services Total		12,450	

200 Services - Contracted/Operations

243	Consultant		This account facilitates the payment to outside consultants hired to review complex wetland applications. The monies spent are fully reimbursed 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.
		10,000	
255	Marketing		This account is not currently used.
		0	

Acct.	Account Description	09/10 Budget	Supporting Description of Activity
293	State Fee Levy		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 fully reimbursable account.
		1,000	
Services-Contract/Oper Total		11,000	
300 Operating Expenses			
204	Postage		Postage for monthly mailings of information packets to 7 commission members, 3 alternates and 1 Ex-officio. Certified mailings of notices of decisions to applicants as required by regulations.
		400	Certified mailings of written enforcement orders as required by regulations.
242	Meetings/ Conferences		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.
		160	
243	Training		Training expenses to train Commission members. The DEP has an annual 3-segment Municipal Inland Wetland Commissioners Training Program \$60/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.
		240	
245	Dues/Memberships		\$70 annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWC). \$1000 annual Municipal Contribution to the Eastern Connecticut Conservation District (ECCD). The ECCD has asked for a contribution of \$1500. Our contributions support the commission through involvement in application reviews and providing consultant services as an independent party.
		1,070	
246	Transportation Allowance		Mileage reimbursement for Wetland Enforcement Officer utilizing personal vehicle for official duties.
		800	BoS reduced to \$300
251	Printing Brochures		Public outreach and education on wetland issues.
		200	
320	Misc. Supplies		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. BoS reduced to \$400
		500	
Operating Expenses Total		3,370	

Acct.	Account Description	09/10 Budget	Supporting Description of Activity
Conservation Comm Total		<u>26,820</u>	As of 1/9/09 \$5,140 was collected in fees for FY 09.

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