

GENERAL FUND BUDGET FY 2011/2012

	2010 Actual Expense	2011 Adopted Budget	2011 Amended Budget	2012 Dept Head Requested	2012 Bd Selectmen Proposed	2012 Bd Finance Proposed
132 - Inland Wetlands Agency						
100 Personnel Services						
212 Conservation Officer	11,250	11,861	11,861	13,320	13,320	13,320
412 PT Clerical Recording Secretary	646	1,110	1,110	1,110	1,110	1,110
Personnel Services Total	11,897	12,971	12,971	14,430	14,430	14,430
200 Services - Contracted/Operating						
243 Training/Consultant	0	10,000	10,000	8,000	8,000	8,000
293 State Fee Levy	516	0	0	0	0	0
Services Expenses Total	516	10,000	10,000	8,000	8,000	8,000
300 Supplies & Miscellaneous						
204 Postage	389	400	400	400	400	400
242 Meetings/Conferences	0	170	170	170	170	170
243 Training	75	300	300	300	300	300
245 Dues/Membership	1,000	1,075	1,075	1,075	1,075	1,075
246 Transportation Allowance	49	300	300	0	0	0
251 Printing - Brochures	0	200	200	200	200	200
320 Misc Supplies	400	400	400	0	0	0
Services Contracted/Operations Total	1,913	2,845	2,845	2,145	2,145	2,145
Conservation Commission Total	14,325	25,816	25,816	24,575	24,575	24,575

TOWN OF EAST LYME

FY 2011/2012

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

13-Apr-11

Acct.	Account Description	11/12 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.
		13,320	
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.
		1,110	
Personnel Services Total		14,430	
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. Decrease includes \$2,000 dollars reduction.
		8,000	
255	Marketing		This account is not currently used.
		0	
293	State Fee Levy		
		0	
Services-Contract/Oper Total		8,000	

Acct.	Account Description	11/12 Budget	Supporting Description of Activity
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.
		170	
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.
		300	
245	Dues/Memberships		\$50 annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWC). \$ 25 annual dues for Connecticut Association of Wetlands Scientists (CAWS). \$100 annual dues for Connecticut Forests and Parks Association (CFPA). \$900 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.
		1,075	
246	Transportation Allowance		Mileage reimbursement for Wetland Enforcement Officer utilizing personal vehicle for official duties. Decrease includes \$300 dollars moved to account 117-300-246 Planning Department-Transportation Allowance.
		0	
251	Printing Brochures		Printing of Regulations, public outreach and education matl's 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. Decrease includes \$400 dollars moved to account 117-300-320 Planning Department-Misc. Supplies.
		0	
Operating Expenses Total		<u>2,145</u>	
Inland Wetlands Total		<u>24,575</u>	As of 12/1/2010 \$3,495.00 was collected in fees (including \$720.00 in state fees).

Acct.	Account Description	11/12 Budget	Supporting Description of Activity
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