

GENERAL FUND BUDGET FY 2012/2013

	2011 Actual Expense	2012 Adopted Budget	2012 Amended Budget	2013 Dept Head Requested	2013 Bd Selectmen Proposed	2013 Bd Finance Proposed
132 - Inland Wetlands Agency						
100 Personnel Services						
212 Conservation Officer	12,125	13,320	13,320	13,886	13,886	13,886
412 PT Clerical Recording Secretary	1,255	1,110	1,110	1,200	1,200	1,200
Personnel Services Total	13,380	14,430	14,430	15,086	15,086	15,086
200 Services - Contracted/Operating						
243 Training/Consultant	0	8,000	8,000	8,000	8,000	4,000
Services Expenses Total	0	8,000	8,000	8,000	8,000	4,000
300 Supplies & Miscellaneous						
204 Postage	496	400	400	500	500	500
242 Meetings/Conferences	0	170	170	170	170	170
243 Training	300	300	300	300	300	300
245 Dues/Membership	175	1,075	1,075	1,075	1,075	1,075
246 Transportation Allowance	156	0	0	0	0	0
251 Printing - Brochures	181	200	200	200	200	200
320 Misc Supplies	207	0	0	0	0	0
Services Contracted/Operations Total	1,515	2,145	2,145	2,245	2,245	2,245
Conservation Commission Total	14,895	24,575	24,575	25,331	25,331	21,331

TOWN OF EAST LYME

FY 2012/2013

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

11-Apr-12

Acct.	Account Description	12/13 Budget	Supporting Description of Activity
100 Personnel Services			
212	Conservation Officer	13,886	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. Salary reflects 2.5% COLA based upon recommendation of Board of Selectmen. 2013 Conservation Officer Requested includes 2.5% increase.
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.
Personnel Services Total		15,086	
200 Services - Contracted/Operations			
243	Consultant	4,000	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. <u>BoF reduced by \$4,000</u>
255	Marketing	0	This account is not currently used.

Acct.	Account Description	12/13 Budget	Supporting Description of Activity
293	State Fee Levy	0	This account facilitates the payment of a \$60 CT DEEP fee per application. The DEEP fee is collected as part of the application fee and it is passed on to the DEEP 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.
Services-Contract/Oper Total		4,000	
300 Operating Expenses			
204	Postage	500	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.
242	Meetings/ Conferences	170	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	300	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.
245	Dues/Membership	1,075	\$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.
246	Transportation Allowance	0	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.
251	Printing Brochures	200	Public outreach and education on wetland issues.

Acct.	Account Description	12/13 Budget	Supporting Description of Activity
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	2,245	
	Inland Wetlands Total	21,331	As of 12/31/2011 \$1,610 was collected in fees (including \$ 360.00 in state fees).

Acct.	Account Description	12/13 Budget	Supporting Description of Activity
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