

## GENERAL FUND BUDGET FY 2016/2017

	2015 Actual Expense	2016 Adopted Budget	2016 Amended Budget	2017 Dept Head Requested	2017 Bd Selectmen Proposed	2017 Bd Finance Proposed	
<b>132 - Inland Wetlands Agency</b>							
<b>100 Personnel Services</b>							
212 Wetlands Officer	14,374	15,532	15,921	16,188	16,188	16,188	4.22%
412 PT Clerical Recording Secretary	1,225	1,000	1,000	1,200	1,200	1,200	20.00%
<b>Personnel Services Total</b>	<b>15,599</b>	<b>16,532</b>	<b>16,921</b>	<b>17,388</b>	<b>17,388</b>	<b>17,388</b>	5.18%
<b>200 Services - Contracted/Operating</b>							
243 Consultant	0	3,000	3,000	3,000	3,000	3,000	0.00%
<b>Services Expenses Total</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	0.00%
<b>300 Supplies &amp; Miscellaneous</b>							
204 Postage	389	500	500	500	500	500	0.00%
242 Meetings/Conferences	205	300	300	300	300	300	0.00%
243 Training	0	300	300	300	300	300	0.00%
245 Dues/Membership	1,050	1,075	1,075	1,075	1,075	1,075	0.00%
<b>Services Contracted/Operations Total</b>	<b>1,644</b>	<b>2,175</b>	<b>2,175</b>	<b>2,175</b>	<b>2,175</b>	<b>2,175</b>	0.00%
<b>INLAND WETLAND AGENCY TOTAL</b>	<b>17,243</b>	<b>21,707</b>	<b>22,096</b>	<b>22,563</b>	<b>22,563</b>	<b>22,563</b>	3.94%

# TOWN OF EAST LYME

**FY 2016/2017**

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

25-Apr-16

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
212	Wetlands Officer	16,188	Salary for Inland Wetlands Agent, Non-union. 2008/2009 Position reduced 50% as a result of reorganization (0.2FTE). Under the direction of the Director of Planning, the Wetlands Officer prepares agendas for monthly site walks and meetings, responds to citizen concerns/complaints, meets with applicants before and during the application process, reviews applications, reviews subdivision plans and special permit applications (zoning), investigate reported wetlands violations and take appropriate action if necessary, performs silt fence inspections, monitors permits through the construction phase, performs final inspections and sign-off on completed permits, reviews all building permit applications and identifies potential wetland conflicts/permit concerns, coordinate with other town departments as necessary. COLA based upon recommendation of Board of Selectmen. Currently, the Planning Director is the Inland Wetlands Agent. Employee receives 2.5% step 10/31/16.
412	PT Clerical Recording Secretary	1,200	Recording secretary to take minutes of regularly scheduled monthly and special Inland Wetland Agency meetings, maintain records, prepare correspondence. Record and fileminutes for 12 mtgs @ 7 hrs ea (Incumbent position estimated cost \$139.00 per meeting x 12 mtgs \$1,679) <b><u>Department requested \$1,700, First Selectman reduced to \$1,200 to be more in line with historical expenditures.</u></b>
<b>Personnel Services Total</b>		<b>17,388</b>	
<b>- Contracted/Operations</b>			
243	Consultant	3,000	This is a pass through account which facilitates the payment to outside consultants hired to review complex wetland applications. The monies spent are fully reimbursed through a complex application fee charged to 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.
<b>Services-Contract/Oper Total</b>		<b>3,000</b>	

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
<b>300 Operating Expenses</b>			
204	Postage	500	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. Certified mailings of written enforcement orders as required by regulations.
242	Meetings/ Conferences	300	Costs involved for annual CACIWC (Connecticut Association of Conservation and Inland Wetlands Commission) meeting (\$40/pp), and educational conferences for commission members such as the CBA's Annual Land Use Law Workshop. These annual meetings are 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.
<b>Operating Expenses Total</b>		<b>2,175</b>	
<b>Inland Wetlands Total</b>		<b><u>22,563</u></b>	