

GENERAL FUND BUDGET FY 2015/2016

	2014 Actual Expense	2015 Adopted Budget	2015 Amended Budget	2016 Dept Head Requested	2016 Bd Selectmen Proposed	2016 Bd Finance Proposed	
132 - Inland Wetlands Agency							
100 Personnel Services							
212 Wetlands Officer	14,681	14,349	14,349	15,532	15,532	15,532	8.24%
412 PT Clerical Recording Secretary	819	1,000	1,000	1,000	1,000	1,000	0.00%
Personnel Services Total	15,499	15,349	15,349	16,532	16,532	16,532	7.71%
200 Services - Contracted/Operating							
243 Consultant	0	3,000	3,000	3,000	3,000	3,000	0.00%
Services Expenses Total	0	3,000	3,000	3,000	3,000	3,000	0.00%
300 Supplies & Miscellaneous							
204 Postage	323	500	500	500	500	500	0.00%
242 Meetings/Conferences	40	300	300	300	300	300	0.00%
243 Training	150	300	300	300	300	300	0.00%
245 Dues/Membership	1,055	1,075	1,075	1,075	1,075	1,075	0.00%
246 Transportation Allowance	100	0	0	0	0	0	0.00%
251 Printing - Brochures	0	0	0	0	0	0	0.00%
320 Misc Supplies	704	0	0	0	0	0	0.00%
Services Contracted/Operations Total	2,373	2,175	2,175	2,175	2,175	2,175	0.00%
INLAND WETLAND AGENCY TOTAL	17,872	20,524	20,524	21,707	21,707	21,707	5.76%

TOWN OF EAST LYME

FY 2015/2016

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

20-Apr-15

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
100 Personnel Services			
212	Wetlands Officer	15,532	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. Requested increase of 50% to bring the position back to a part-time position due to the increase of site/construction monitoring and applications provided that the Planning Director's Salary is fully funded as requested by Department Head. <u>First Selectman restored to current funding.</u>
412	PT Clerical Recording Secretary	1,000	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		16,532	
- Contracted/Operations			
243	Consultant	3,000	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.

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
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	Services-Contract/Oper Total	3,000	

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
300 Operating Expenses			
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.
246	Transportation Allowance	0	Mileage reimbursement for Wetland Enforcement Officer utilizing personal vehicle for official duties.
251	Printing Brochures	0	Public outreach and education on wetland issues.
320	Misc Supplies	0	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.
Operating Expenses Total		2,175	

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
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Inland Wetlands Total		<u>21,707</u> .	