

# TOWN OF EAST LYME

**FY 2010/2011**

Dept No. 131  
 Dept Cons Nat Res Comm

Budget Input  
 10-Mar-10

Acct.	Account Description	10/11 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
412	PT Clerical Recording Secretary	900	Recording secretary to take minutes of monthly and special Conservation Commission meetings, prepare agendas, maintain records, prepare correspondence, prepare, assemble and mail monthly packets to Commission members.
<b>Personnel Services Total</b>		<b>900</b>	
<b>300 Operating Expenses</b>			
242	Meetings/Conferences/Training Dues	300	Educational and training conferences for commission members. Aid in Grants Professional Associations, CT Forest & Park Association
254	Printing - Brochure	300	Printing of Open Space Plan, Public Out Reach Mat'ls. Correspondence.
320	Misc. Supplies	250	Postage for agenda packets (\$150), misc. supplies for maintaining files & educational mat'ls (\$150).
<b>Operating Expenses Total</b>		<b>850</b>	
<b>Natural Resources Commission</b>		<b>1,750</b>	