

GENERAL FUND BUDGET FY 2013/2014

	2012 Actual Expense	2013 Adopted Budget	2013 Amended Budget	2014 Dept Head Requested	2014 Bd Selectmen Proposed	2014 Bd Finance Proposed
132 - Inland Wetlands Agency						
100 Personnel Services						
212 Wetlands Officer	12,480	13,886	13,886	13,886	14,349	14,349
412 PT Clerical Recording Secretary	1,037	1,200	1,200	1,200	1,200	1,200
Personnel Services Total	13,518	15,086	15,086	15,086	15,549	15,549
200 Services - Contracted/Operating						
243 Consultant	0	4,000	4,000	5,000	4,000	4,000
Services Expenses Total	0	4,000	4,000	5,000	4,000	4,000
300 Supplies & Miscellaneous						
204 Postage	493	500	500	500	500	500
242 Meetings/Conferences	120	170	170	170	170	170
243 Training	45	300	300	300	300	300
245 Dues/Membership	360	1,075	1,075	1,075	1,075	1,075
246 Transportation Allowance	0	0	0	300	300	300
251 Printing - Brochures	200	200	200	200	100	100
320 Misc Supplies	0	0	0	400	400	400
Services Contracted/Operations Total	1,218	2,245	2,245	2,945	2,845	2,845
Conservation Commission Total	14,735	21,331	21,331	23,031	22,394	22,394

TOWN OF EAST LYME

FY 2013/2014

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

25-Apr-13

Acct.	Account Description	13/14 Budget	Supporting Description of Activity
100 Personnel Services			
212	Wetlands Officer	14,349	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. 2010/2011-Position reduced 50% (0.2FTE) as a result of reorganization.
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		15,549	
- 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>\$5,000 reduction by First Selectman. BoS reduced an additional \$1,000.</u>
Services-Contract/Oper Total		4,000	

Acct.	Account Description	13/14 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	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	300	Mileage reimbursement for Wetland Enforcement Officer utilizing personal vehicle for official duties. Increase includes \$300 dollars moved from account 117-300-246 Planning Department-Transportation Allowance.
251	Printing Brochures	100	Public outreach and education on wetland issues. <u>Reduction \$100 relocated to department 109 for copy machine lease.</u>
320	Misc Supplies	400	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. Increase includes \$400 dollars moved from account 117-300-320 Planning Department-Misc. Supplies.
Operating Expenses Total		<u>2,845</u>	
Inland Wetlands Total		<u>22,394</u>	