

GENERAL FUND BUDGET FY 2014/2015

	2013 Actual Expense	2014 Adopted Budget	2014 Amended Budget	2015 Dept Head Requested	2015 Bd Selectmen Proposed	2015 Bd Finance Proposed	
132 - Inland Wetlands Agency							
100 Personnel Services							
212 Wetlands Officer	13,446	14,349	14,349	14,349	14,349	14,349	0.00%
412 PT Clerical Recording Secretary	979	1,200	1,200	1,000	1,000	1,000	-16.67%
Personnel Services Total	14,424	15,549	15,549	15,349	15,349	15,349	-1.29%
200 Services - Contracted/Operating							
243 Consultant	4,000	2,000	2,000	3,000	3,000	3,000	50.00%
Services Expenses Total	4,000	2,000	2,000	3,000	3,000	3,000	50.00%
300 Supplies & Miscellaneous							
204 Postage	429	500	500	500	500	500	0.00%
242 Meetings/Conferences	0	170	170	300	300	300	76.47%
243 Training	125	300	300	300	300	300	0.00%
245 Dues/Membership	95	1,075	1,075	1,075	1,075	1,075	0.00%
246 Transportation Allowance	0	300	300	0	0	0	-100.00%
251 Printing - Brochures	0	100	100	0	0	0	-100.00%
320 Misc Supplies	0	400	400	0	0	0	-100.00%
Services Contracted/Operations Total	649	2,845	2,845	2,175	2,175	2,175	-23.55%
INLAND WETLAND AGENCY TOTAL	19,073	20,394	20,394	20,524	20,524	20,524	0.64%

TOWN OF EAST LYME

FY 2014/2015

Dept No. 132
 Dept Inland Wetlands Agency

Budget Input
 21-Apr-14

Acct.	Account Description	14/15 Budget	Supporting Description of Activity
100 Personnel Services			
212	Wetlands Officer	14,349	Salary for Inland Wetlands Agent, Non-union, 2008/2009 Position reduced as a result of reorganization (0.2FTE). FY2014-2015 increase of 25-percent pursuant to the request of Inland Wetlands Agency on December 9, 2013 for an additional 10-hours/week. 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. First Selectman reduced \$19,132 request to \$14,349 to maintain existing level of services.
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. First Selectman reduced \$1,200 request to \$1,000.
Personnel Services Total		15,349	
- 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. First Selectman reduced \$4,000 request to \$3,000.
Services-Contract/Oper Total		3,000	

Acct.	Account Description	14/15 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. First Selectman reduced \$300 request to \$0 as funding included in department 117 Planning.
251	Printing Brochures	0	Public outreach and education on wetland issues. First Selectman reduced \$100 request to \$0 as funding included in department 117 Planning.
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. First Selectman reduced \$400 request to \$0 as funding included in department 117 Planning.
Operating Expenses Total		2,175	

Acct.	Account Description	14/15 Budget	Supporting Description of Activity
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Inland Wetlands Total		<u>20,524</u> .	