

GENERAL FUND BUDGET FY 2018/2019

	2017 Actual Expense	2018 Adopted Budget	2018 Amended Budget	2019 Dept Head Requested	2019 Bd Selectmen Proposed	2019 Bd Finance Proposed	
132 - Inland Wetlands Agency							
100 Personnel Services							
212 Wetlands Officer	16,287	16,726	17,136	17,134	17,134	17,134	2.44%
412 PT Clerical Recording Secretary	755	1,000	1,000	2,000	2,000	2,000	100.00%
Personnel Services Total	17,042	17,726	18,136	19,134	19,134	19,134	7.94%
200 Services - Contracted/Operating							
243 Consultant	0	3,000	3,000	3,000	3,000	0	-100.00%
Services Expenses Total	0	3,000	3,000	3,000	3,000	0	-100.00%
300 Supplies & Miscellaneous							
204 Postage	492	500	500	500	500	500	0.00%
242 Meetings/Conferences	60	300	300	300	300	300	0.00%
243 Training	100	300	300	300	300	300	0.00%
245 Dues/Membership	1,050	1,075	1,075	1,075	1,075	1,075	0.00%
Services Contracted/Operations Total	1,702	2,175	2,175	2,175	2,175	2,175	0.00%
INLAND WETLAND AGENCY TOTAL	18,744	22,901	23,311	24,309	24,309	21,309	-6.95%
					Revenue	5,150	
					Net Budget	16,159	

TOWN OF EAST LYME

FY 2018/2019

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

30-Apr-18

Acct.	Account Description	18/19 Budget	Supporting Description of Activity
100 Personnel Services			
212	Wetlands Officer	17,134	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.
412	PT Clerical Recording Secretary	2,000	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)
nel Services Total		19,134	
- Contracted/Operations			
243	Consultant	0	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. At directive of BoF, First Selectman reduced \$3,000 as part of \$50,000 reduction due to no activity in prior years.
Services-Contract/Oper Total		0	

Acct.	Account Description	18/19 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	\$55 annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWC). \$50 annual dues to Connecticut Assosiation of Wetlands Scientists (CAWS). \$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.
Operating Expenses Total		2,175	
Inland Wetlands Total		21,309	