

GENERAL FUND BUDGET FY 2020/2021

	2019 Actual Expense	2020 Adopted Budget	2020 Amended Budget	2021 Dept Head Requested	2021 Bd Selectmen Proposed	2021 Bd Finance Proposed	Adopted
132 - Inland Wetlands Agency							
100 Personnel Services							
212 Wetlands Officer	17,480	17,880	17,880	18,283	18,283	18,283	2.25%
412 PT Clerical Recording Secretary	2,474	2,000	2,000	2,000	2,000	2,000	0.00%
Personnel Services Total	19,954	19,880	19,880	20,283	20,283	20,283	2.03%
200 Services - Contracted/Operating							
243 Consultant	0	1,000	1,000	1,000	1,000	1,000	0.00%
Services Expenses Total	0	1,000	1,000	1,000	1,000	1,000	0.00%
300 Supplies & Miscellaneous							
204 Postage	216	500	500	600	600	600	20.00%
242 Meetings/Conferences	115	500	500	600	600	600	20.00%
243 Training	40	300	300	400	400	400	33.33%
245 Dues/Membership	0	1,075	1,075	1,200	1,200	1,200	11.63%
320 Misc Supplies	1,651			0	0	0	
Services Contracted/Operations Total	2,022	2,375	2,375	2,800	2,800	2,800	17.89%
INLAND WETLAND AGENCY TOTAL	21,976	23,255	23,255	24,083	24,083	24,083	3.56%
					Revenue	2,000	01-05-500-522
					Net Budget	22,083	

TOWN OF EAST LYME

FY 2020/2021

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

14-May-20

Acct.	Account Description	20/21 Budget	Supporting Description of Activity
100 Personnel Services			
212	Wetlands Officer	18,283	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 file minutes for 12 +/- mtgs.
Personnel Services Total		20,283	
- Contracted/Operations			
243	Consultant	1,000	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.
Services-Contract/Oper Total		1,000	

Acct.	Account Description	20/21 Budget	Supporting Description of Activity
300 Operating Expenses			
204	Postage	600	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	600	Costs involved for annual CACIWC (Connecticut Association of Conservation and Inland Wetlands Commission) meeting, and educational conferences for commission members such as the CBA's Annual Land Use Law Workshop, wch fees have all increased. 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	400	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	1,200	Annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWC), the Connecticut Assosiation of Wetlands Scientists (CAWS). 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.
320	Misc Supplies	0	Postage for monthly mailings of information packets, Certified mailings to applicants and enforcement orders as required by regulatios, Conservation and Inland Wetland tags/markers, office supplies, furntiture, equipment, and reference materials, boots and foul weather gear. First Selectman reduced to \$0 due to items included in postage account above.
Operating Expenses Total		2,800	
Inland Wetlands Total		<u>24,083</u>	