

GENERAL FUND BUDGET FY 2021/2022

	2020 Actual Expense	2021 Adopted Budget	2021 Amended Budget	2022 Dept Head Requested	2022 Bd Selectmen Proposed	2022 Bd Finance Proposed	Adopted
132 - Inland Wetlands Agency							
100 Personnel Services							
212 Wetlands Officer	17,873	18,283	18,283	18,694	18,694	18,694	2.25%
NEW Asst. Environmental/GIS Planner	-	0	0	25,000	25,000	15,000	
412 PT Clerical Recording Secretary	1,090	2,000	2,000	2,500	2,500	2,000	0.00%
Personnel Services Total	18,962	20,283	20,283	46,194	46,194	35,694	75.98%
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	84	600	600	600	600	600	0.00%
242 Meetings/Conferences	0	600	600	600	600	600	0.00%
243 Training	155	400	400	400	400	400	0.00%
245 Dues/Membership	1,075	1,200	1,200	1,200	1,200	1,200	0.00%
246 Transportation Allowance	0	0	0	0	0	0	
320 Misc Supplies	1,651	0	0	0	0	0	
Services Contracted/Operations Total	1,314	2,800	2,800	2,800	2,800	2,800	0.00%
INLAND WETLAND AGENCY TOTAL	20,276	24,083	24,083	49,994	49,994	39,494	63.99%
				Revenue		6,550	01-05-500-522
				Net Budget		32,944	

Department Total **39,494**

TOWN OF EAST LYME

FY 2021/2022

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

26-Apr-21

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
100 Personnel Services			
212	Wetlands Agent	18,694	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 Agent 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. BoS approved 2.25% COLA on 1/20/21.
NEW	Asst. Environmental/GIS Planner	15,000	Assistant Environmental & GIS Planner, under the supervision of the Director of Planning, would be responsive to <u>Town-wide</u> departmental business needs. An Environmental/GIS Planner, utilizing GIS technology to conduct complex analyses and derive new data and information, will save additional time improving efficiencies of daily workflows as well as decision making. In addition, an Environmental/ GIS Planner would provide provide the Planning Director assistance in developing the guidance and technical support to employees, Boards, Commissions, and the general public. Further, the position will provide support to the Director of Planning and the Inland Wetlands Agent in their absence or times of increased activity as described in paragraph above. <u>First Selectman supporting \$25,000 to contract with SECTCOG for services.</u> BoF \$10,000 reduction.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
412	PT Clerical Recording Secretary	2,000	Recording secretary to take and record the minutes of 12 regularly scheduled monthly Planning Commission meetings and Special Commission meetings if necessary. In addition, as a result of the COVID-19 Pandemic the increase covers related costs associated with conducting virtual meetings. As the Commission must converse in a dialog with multiple members of the public in an virtual forum, the Commission utilizes an existing Administrative Assistant use of a Technical Moderator to handle and manage the individuals who speak, submit evidence or testimony at virtual meetings. <u>BoF \$500 reduction as meetings expected to return to in person and suggested the Chairperson run Zoom meetings.</u>
Personnel Services Total		35,694	
200 Services - 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. As such, there is no conflict of interest.
Services-Contract/Oper Total		1,000	
300 Operating Expenses			
204	Postage	600	Postage for monthly mailings of Agendas and meeting packets, Certified Mailings, Notices of Decisions to applicants as required by regulations.
242	Professional Conventions/ Conf.	600	Educational conferences and workshops for staff and commission members. Costs include attendance at the annual Connecticut Association of Conservation and Inland Wetlands Commissions (CACIWC) meeting, and other educational conferences such as the CT Bar Association's annual Land Use Law Workshop.
243	Training	400	Training expenses to train Commission members through the CT DEEP Municipal Inland Wetland Commissioners Training Program, a 3-segment certification course which, is now available on-line. Also, includes educational conferences and workshops for staff and commission members.
245	Dues/Membership	1,200	Annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWC), The Connecticut Association of Wetlands Scientists (CAWS), and Annual Municipal Contribution to the Eastern Connecticut Conservation District (ECCD). The ECCD typically asks for a contribution of \$1500. Our contributions support the Agency through involvement in application reviews and providing consultant services as an independent party.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
246	Transportation Allowance	0	Mileage reimbursement for Inland Wetlands Agent and Asst. Environmental/GIS Planner utilizing personal vehicles for site inspections and investigations etc... <u>First Selectman did not support. Reduction \$1,000 to prior year request.</u>
320	Miscellaneous Supplies	0	Includes office supplies, furniture, equipment, Conservation and Inland Wetland tags/markers, reference materials, clothing/foul weather gear, boots, mobil devices and cellular service. The budget increase in this line accounts attempts to anticipate the additional office supply costs associated with an increase in applications as a result of the adoption of a 300-ft Upland Review Area. <u>First Selectman did not support request, \$1,500 reduction to prior year budget amount.</u>
Operating Expenses Total		<u>2,800</u>	
Inland Wetlands Total		<u>39,494</u>	