

# GENERAL FUND BUDGET FY 2022/2023

	2021 Actual Expense	2022 Adopted Budget	2022 Amended Budget	2023 Dept Head Requested	2023 Bd Selectmen Proposed	2023 Bd Finance Proposed	Adopted
<b>132 - Inland Wetlands Agency</b>							
<b>100 Personnel Services</b>							
212 Wetlands Officer	18,267	18,694	18,694	18,694	18,694		0.00%
213 Env. Planner/ Asst. Town Planner	-	15,000	15,000	10,000	10,000		-33.33%
412 PT Clerical Recording Secretary	1,450	2,000	2,000	2,000	2,000		0.00%
<b>Personnel Services Total</b>	<b>19,717</b>	<b>35,694</b>	<b>35,694</b>	<b>30,694</b>	<b>30,694</b>	<b>0</b>	-14.01%
<b>200 Services - Contracted/Operating</b>							
243 Consultant	0	1,000	1,000	1,000	1,000		0.00%
<b>Services Expenses Total</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	0.00%
<b>300 Supplies &amp; Miscellaneous</b>							
204 Postage	60	600	600	500	500		-16.67%
242 Professional Conventions/Conf.	500	600	600	800	800		33.33%
243 Training	375	400	400	1,000	1,000		150.00%
245 Dues/Membership	60	1,200	1,200	1,500	1,500		25.00%
246 Transportation Allowance	0	0	0	0	0		
320 Misc Supplies	0	0	0	0	0		
<b>Services Contracted/Operations Total</b>	<b>995</b>	<b>2,800</b>	<b>2,800</b>	<b>3,800</b>	<b>3,800</b>	<b>0</b>	35.71%
<b>INLAND WETLAND AGENCY TOTAL</b>	<b>20,712</b>	<b>39,494</b>	<b>39,494</b>	<b>35,494</b>	<b>35,494</b>	<b>0</b>	-10.13%
				<b>Revenue</b>		<b>6,550</b>	01-05-500-522
				<b>Net Budget</b>		<b>28,944</b>	

Department Total **35,494**

**TOWN OF EAST LYME**

**FY 2022/2023**

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

9-Mar-22

Acct.	Account Description	22/23 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
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.
213	Environmental Planner/ Asst. Town Planner	10,000	Assistant Environmental Planner, under the supervision of the Director of Planning, would be responsive to <u>Town-wide</u> departmental business needs. An Assistant Environmental 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 additional planner would provide provide the Planning Director assistance in developing the guidance and technical support to Boards, Agencies, Commissions, employess, 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. <b>First Selectman made a reduction of \$15,000.</b>
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.
<b>Personnel Services Total</b>		<b>30,694</b>	
<b>200 Services - Contracted/Operations</b>			

Acct.	Account Description	22/23 Budget	Supporting Description of Activity
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.
<b>Services-Contract/Oper Total</b>		<b>1,000</b>	
<b>300 Operating Expenses</b>			
204	Postage	500	Postage for monthly mailings of Agendas and meeting packets, Certified Mailings, Notices of Decisions to applicants as required by regulations. <b>First Selectman reduction of \$500.</b>
242	Professional Conventions/ Conf.	800	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	1,000	Training expenses for Commission members pursuant to new legislation and to 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	1,500	Annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWIC), The Connecticut Assosiation 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. <b>First Selectman reduction of \$500.</b>
246	Transportation Allowance	0	Mileage reimbursement for Inland Wetlands Agent and Asst. Environmental/GIS Planner utilizing personal vehicles for site inpsctions and investigations etc <b>First Selectman reduced to \$0. Funding in 117 Planning.</b>
320	Miscellaneous Supplies	0	Inlcudes office supplies, furntiture, 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. <b>First Selectman reduced to \$0. Funding in 117 Planning.</b>
<b>Operating Expenses Total</b>		<b>3,800</b>	
<b>Inland Wetlands Total</b>		<b>35,494</b>	