

# GENERAL FUND BUDGET FY 2023/2024

	2022 Actual Expense	2023 Adopted Budget	2023 Amended Budget	2024 Dept Head Requested	2024 1st Selectmen Proposed	2024 Bd Selectmen Proposed	2024 Bd Finance Proposed	Amended
<b>132 - Inland Wetlands Agency</b>								
<b>100 Personnel Services</b>								
212 Wetlands Officer	19,037	18,694	19,685	20,226	20,226	20,226		2.75%
213 Asst. Environmental/GIS Planner	2,312	10,000	10,000	30,000	15,000	15,000		50.00%
412 PT Clerical Recording Secretary	1,903	2,000	2,000	2,000	2,000	2,000		0.00%
<b>Personnel Services Total</b>	<b>23,252</b>	<b>30,694</b>	<b>31,685</b>	<b>52,226</b>	<b>37,226</b>	<b>37,226</b>	<b>0</b>	17.49%
<b>200 Services - Contracted/Operating</b>								
243 Consultant	0	1,000	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>1,000</b>	<b>0</b>	0.00%
<b>300 Supplies &amp; Miscellaneous</b>								
204 Postage	103	500	600	500	500	500		-16.67%
242 Meetings/Conferences	80	800	800	800	800	800		0.00%
243 Training	0	1,000	1,000	1,000	1,000	1,000		0.00%
245 Dues/Membership	115	1,500	1,500	1,500	1,500	1,500		0.00%
246 Transportation Allowance	0	0	0	500	500	500		
320 Misc Supplies	0	0	0	1,000	1,000	1,000		
<b>Services Contracted/Operations Total</b>	<b>298</b>	<b>3,800</b>	<b>3,900</b>	<b>5,300</b>	<b>5,300</b>	<b>5,300</b>	<b>0</b>	35.90%
<b>INLAND WETLAND AGENCY TOTAL</b>	<b>23,550</b>	<b>35,494</b>	<b>36,585</b>	<b>58,526</b>	<b>43,526</b>	<b>43,526</b>	<b>0</b>	18.97%
						<b>Revenue</b>		01-05-500-522
						<b>Net Budget</b>	<b>0</b>	

Department Total **57,928**

**TOWN OF EAST LYME**

**FY 2023/2024**

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

15-Dec-22

Acct.	Account Description	23/24 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
212	Wetlands Agent	19,628	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
213	Env. Asst. Town Planner	30,000	Env. Asst. Town Planner, Non-union. Under the supervision of the Director of Planning, is responsive to <u>Town-wide</u> departmental business needs. The Env. Asst. Town Planner, utilizes GIS technology to conduct complex analyses and derive new data and information, which saves time improving efficiencies of daily workflows as well as decision making. In addition, the Env. Asst. Town Planner provides the Planning Director assistance in developing the guidance and technical support to employees, Boards, Commissions, and the general public. Further, the position provides support to the Director of Planning and the Inland Wetlands Agent in their absence and times of increased activity, particularly so that the Planning Director is the direct supervisor to two Administrative Assistants. In the present fiscal year, 100% of the Environmental / Asst. Town Planner salary is charged to Inland Wetlands Agency line #100-132-213. The requested budget proposes 50% of the Environmental / Asst. Town Planner salary be charged to the Planning Department 100-117-NEW line item.
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>51,628</b>	

<b>200 Services - Contracted/Operations</b>			
243	Consultant		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.
		1,000	
<b>Services-Contract/Oper Total</b>		<b>1,000</b>	
<b>300 Operating Expenses</b>			
204	Postage		Postage for monthly mailings of Agendas and meeting packets, Certified Mailings, Notices of Decisions to applicants as required by regulations.
		500	
242	Professional Conventions/ Conf.		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.
		800	
243	Training		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.
		1,000	
245	Dues/Membership		Annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWIC), 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.
		1,500	
246	Transportation Allowance		Mileage reimbursement for Inland Wetlands Agent and Asst. Environmental/GIS Planner utilizing personal vehicles for site inspections and investigations etc
		500	
320	Miscellaneous Supplies		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.
		1,000	
<b>Operating Expenses Total</b>		<b>5,300</b>	
<b>Inland Wetlands Total</b>		<b>57,928</b>	