

GENERAL FUND BUDGET FY 2024/2025

	2023 Actual Expense	2024 Adopted Budget	2024 Amended Budget	2025 Dept Head Requested	2025 1st Selectmen Proposed	2025 Bd Selectmen Proposed	2025 Bd Finance Proposed	Amended
132 - Inland Wetlands Agency								
100 Personnel Services								
212 Wetlands Officer	19,544	20,226	20,226	20,226	20,226	20,226		0.00%
213 Asst. Environmental/GIS Planner	11,414	15,000	15,000	15,000	5,000	5,000		-66.67%
412 PT Clerical Recording Secretary	2,354	2,000	2,000	2,000	2,000	2,000		0.00%
Personnel Services Total	33,312	37,226	37,226	37,226	27,226	27,226	0	-26.86%
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	0.00%
300 Supplies & Miscellaneous								
204 Postage	41	500	500	0	0	0		-100.00%
242 Meetings/Conferences	65	800	800	500	500	500		-37.50%
243 Training	1,035	1,000	1,000	500	500	500		-50.00%
245 Dues/Membership	50	1,500	1,500	1,500	1,500	1,500		0.00%
246 Transportation Allowance	0	500	500	500	500	500		
320 Misc Supplies	0	1,000	1,000	1,000	1,000	1,000		
Services Contracted/Operations Total	1,191	5,300	5,300	4,000	4,000	4,000	0	-24.53%
INLAND WETLAND AGENCY TOTAL	34,503	43,526	43,526	42,226	32,226	32,226	0	-25.96%

Revenue
Net Budget 01-05-500-522 32,226

Department Total **42,226**

TOWN OF EAST LYME

FY 2024/2025

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

Acct.	Account Description	24/25 Budget	Supporting Description of Activity
100 Personnel Services			
212	Wetlands Agent	20,226	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	15,000	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 as that the Planning Director is the direct supervisor to two Administrative Assistants. In the present fiscal year, 50% of the Env. 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.
Personnel Services Total		37,226	

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	0	As emerging technologies allow for reduction in postage for monthly mailings of Agendas and meeting packets, Certified Mailings, Notices of Decisions to applicants as required by regulations, the line item has slowly been reduced and was ultimately moved to First selectman line
242	Professional Conventions/ Conf.	500	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, the annual Connecticut Association of Wetland Scientists (CAWS) meeting, and other educational conferences such as the CT Bar Association's annual Land Use Law Workshop.
243	Training	500	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	1,500	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.
246	Transportation Allowance	500	Mileage reimbursement for Inland Wetlands Agent and Env. Asst. Town Planner utilizing personal vehicles for site inspections and investigations etc...
320	Miscellaneous Supplies	1,000	Includes office supplies, furniture, equipment, Conservation and Inland Wetland tags/markers, reference materials, clothing/foul weather gear, and boots.
Operating Expenses Total		4,000	
Inland Wetlands Total		42,226	