

GENERAL FUND BUDGET FY 2026/202735

	2025 Actual Expense	2026 Adopted Budget	2026 Amended Budget	2027 Dept Head Requested	2027 1st Selectmen Proposed	2027 Bd Selectmen Proposed	2027 Bd Finance Proposed	Amended
1054163 - Inland Wetlands Agency								
Personnel Services								
51618 Wetlands Officer	19,533	21,871	21,871	32,806	22,473			2.75%
51620 Asst. Env./GIS Town Planner	5,050	5,000	5,000	25,000	5,000			0.00%
51610 PT Clerical Recording Secretary	1,430	1,500	1,500	2,000	2,000			33.33%
Personnel Services Total	26,013	28,371	28,371	59,806	29,473	0	0	3.88%
Services - Contracted/Operating								
53010 Consultant	0	1,000	1,000	1,000	0			-100.00%
Services Expenses Total	0	1,000	1,000	1,000	0	0	0	-100.00%
Supplies & Miscellaneous								
53200 Meetings/Conferences	208	500	500	500	500			0.00%
58900 Training	0	500	500	1,000	500			0.00%
58100 Dues/Membership	203	1,500	1,500	1,500	1,500			0.00%
55800 Transportation Allowance	0	500	500	1,000	500			0.00%
56100 Misc Supplies	250	250	250	1,000	250			0.00%
Services Contracted/Operations Total	661	3,250	3,250	5,000	3,250	0	0	0.00%
INLAND WETLAND AGENCY TOTAL	26,674	32,621	32,621	65,806	32,723	0	0	0.31%
						Revenue		
						Net Budget	0	

Department Total 65,806

TOWN OF EAST LYME

FY 2026/2027

Dept No. 1054163

Budget Input

Dept Inland Wetlands Agency

Acct.	Account Description	26/27 Budget	Supporting Description of Activity
Personnel Services			
51618	Wetlands Agent	32,806	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. As of Nov. 2020, the Inland Wetlands Agency increased the Upland Review Area from 100-ft to 300-ft resulting increased Applications and associated site inspections. As such, the Director of Planning Requests the position be restored to 1.0FTE and a budget salary line of \$32,806.00 and combining it with Asst. Env./GIS Town Planner (Acct.#1054153-51620 and Acct.#1054163-51620).
51620	Asst. Env./GIS Town Planner	25,000	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 Acct.#1054163-51620. The requested budget proposes 50% of the Environmental / Asst. Town Planner salary be charged to the Planning Department Acct.# 1054153-51620.
51610	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 as necessary. In addition, the hourly rate for this position has not increased in over 10-years. As such, the increase will help retain employees currently performing this task.
Personnel Services Total		59,806	

Department Total 65,806

TOWN OF EAST LYME

FY 2026/2027

Dept No. 1054163

Budget Input

Dept Inland Wetlands Agency

Acct.	Account Description	26/27 Budget	Supporting Description of Activity
Services - Contracted/Operations			
53010	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	
Operating Expenses			
53200	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.
58900	Training	1,000	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. Increase is a result of increased fees to attend trainings.
58100	Dues/Membership	1,500	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 \$1,500. I do not believe we contributed to ECCD in the FY25/26. Our contributions support the Agency through involvement in application reviews and providing consultant services as an independent party.
55800	Transportation Allowance	1,000	Mileage reimbursement for Inland Wetlands Agent and Env. Asst. Town Planner utilizing personal vehicles for site inspections and investigations etc...
56100	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		5,000	
Inland Wetlands Total		65,806	