

East Lyme Planning Commission

Special Meeting Minutes

Tuesday, January 20, 2015

PRESENT: Frank Balantic, Joan Bengtson, Ernie Covino, Brian Schuch, Rita Palazzo, Francine Schwartz

ALSO PRESENT: Gary Goeschel, Planning Director, Rose Ann Hardy, Ex-Officio

ABSENT: John Birmingham, Alternate, Anne Thurlow, Alternate, Michael Hess, Alternate

Mr. Schuch called this Special Meeting of the Planning Commission to order at 7:04 PM.

**Pledge of Allegiance**

The Pledge was observed.

**I. Public Delegations**

There were none.

**II. Approval of Minutes**

**A. December 2, 2014 Public Hearing and Regular Meeting Minutes**

• **\*\*Motion (1)**

Ms. Bengtson moved to approve the December 2, 2014 Meeting Minutes.

Mr. Covino seconded the motion.

Vote: 6-0-0. Motion passed.

**B. December 16, 2014 Special Meeting Minutes**

• **\*\*Motion (2)**

Ms. Palazzo moved to approve the December 16, 2014 Special Meeting Minutes.

Ms. Schwartz seconded the motion.

Vote: 6-0-0. Motion passed.

**III. Subdivisions and Resubdivisions**

- A. Nottingham Hills Subdivision, Jeffrey A. Torrance on behalf of Niantic Real Estate, LLC;**  
Request for the Release of the Erosion and Sedimentation Bond in the amount of  
\$10,000 provided as part of Phase IIA.

FILED IN EAST LYME  
CONNECTICUT  
Jan 28, 2015 AT 10:00 AM  
Brenda D. Harman ATC  
EAST LYME TOWN CLERK

Mr. Goeschel reminded the Commission that the Town voted to settle with New England National a few weeks back, at the Town Meeting. As a result of that, the Town currently holds roughly \$80,000 in Bonds to complete Public Improvements of which this \$10,000 is a part of. The Town has not taken over the road and Public Improvements have not been completed. Mr. Schuch, Mr. Covino and Mr. Goeschel discussed how this is different from a calling of the bond and more like a forfeiture of the bond; Niantic Real Estate will be removed from the process, the Town will take over, complete the Improvements and have the money from the bonds to do so.

Mr. Schuch stated that he is used to seeing a report from the Town Engineer confirming these details and would prefer to follow protocol. Mr. Covino reiterated that there is no need to rush, that this matter can be settled at the next Meeting. Mr. Goeschel said that he would be happy to furnish such a report and this issue was tabled until the next regularly scheduled Planning Meeting.

**V. Zoning Referrals (CGS 8-3a)- Proposed changes in zoning regulations or boundaries shall be referred to the planning commission for a report that shall contain the findings of the planning commission on consistency of a proposed regulation or boundaries changes with the Plan of Development and any other recommendations the Planning Commission deems relevant. Failure of the Planning Commission to report prior to or at the hearing shall be taken as approval of such proposals. The report of the Planning Commission regarding such proposal shall include the reasons for the commission's vote and shall be incorporated into the records of any public hearing held thereon by the Zoning Commission. A proposal disapproved by the Planning Commission may be adopted by the Zoning Commission by a vote of not less than two-thirds of all the members of the Zoning Commission.**

**A. East Lyme Zoning Commission; proposal to amend the East Lyme Zoning Regulations Sections**

1 through 33, Index, Appendices and Revision Record for miscellaneous housekeeping items and

Re-numbering (See Exhibit 1. Public Hearing scheduled for February 5, 2015.)

Mr. Covino asked Mr. Goeschel if there was any area of this proposal that they need to be concerned about and Mr. Schuch stated that re-numbering and housekeeping will not affect the POCD. Ms. Palazzo stated that she attended the Zoning Meeting where this proposal was created and explained how great thought and detail went into these proposed changes.

- **Motion (3)**

Ms. Bengtson moved to approve amending the East Lyme Zoning Regulations citing Objective 1.2 of the POCD- *Establish a coordinated, cooperative system of land-use decision making to ensure that development continues to meet high performance standards, specifically with regards to open space preservation, view corridor protection, environmental protection, sustainability and landscaping and building design treatments consistent with East Lyme's New England setting.*

Mr. Balantic seconded the motion.

Vote: 6-0-0. Motion passed.

**B. Application of Pauline L. Lord; proposal to amend the East Lyme Zoning Regulations Section 1, 4 and 25.5 to allow a retreat/event center, ancillary to an agricultural use in the RU-40 district. (Public Hearing Scheduled for February 5, 2015.)**

Mr. Schuch called attention to the attachments in the Member packet regarding this item (Exhibit 2) and thanked Mr. Goeschel for including them. Mr. Goeschel stated that he does not know how to police a maximum stay. Mr. Covino asked if the 200 guests were derived from the Fire Marshall and Ms. Palazzo asked Mr. Goeschel to point out White Gate Farm on the map, which he did. Ms. Palazzo asked what the definition of a retreat is in terms of our regulations and Mr. Balantic countered that the definition is one of the things that the applicant is seeking to change. Ms. Bengtson asked how the Health Department would inspect in terms of food and Mr. Goeschel and Mr. Covino added that onsite it would be a commercial license; Ledge Light would approve and have periodic inspections.

Ms. Palazzo asked if there are fire hydrants and Mr. Goeschel stated that the farm is on a lake so there is an opportunity. Ms. Schwartz stated that the main house will no longer be occupied. Mr. Schuch and Ms. Palazzo both stated that this is an interesting idea which they would like to see succeed, but that it opens many, many questions. Mr. Balantic concurred that the spirit of the idea is good but that particulars are needed. Mr. Covino wondered what steps would be taken not to impact the farm's neighbors. Ms. Palazzo questioned how many guests could stay on a given night and Ms. Schwartz stated that all of these details need to be clarified.

Mr. Schuch stated that he would like to have Mr. Goeschel collect all of these comments in a more formal manner for the Zoning Commission. Mr. Goeschel said that he would put all of these comments on a spreadsheet and that he will add his own. He also stated that he would like to examine other communities with similar businesses. Ms. Palazzo questioned if the accommodations could be considered a hotel. Mr. Balantic added that this proposal is obviously in the very early stages of planning. Mr. Schuch encouraged that this item be tabled until the next Meeting stating that we will be setting a precedent in the RU-40 Zone; what is done for one will be possible for all. Mr. Goeschel stated that getting a rental fee for use of the property brings in a commercial component to the application. The Commission decided to table this item until the next regularly scheduled Planning Meeting. Mr. Schuch tasked Mr. Goeschel with providing a GIS Map which highlights all sites that would/could be affected by approval.

**VI New Business**

**A. FY 15/16 Budget**

Mr. Goeschel stated that he met with Finance Director Anna Johnson and First Selectmen Mark Nickerson in regards to the new budget. Mr. Goeschel added that he is trying to start a discussion with the BOF and BOS in regards to the budget and need for EDC. Mr. Schuch noted that all of the easy to build on land in Town has been developed, that this is where GIS could help. Mr. Schuch stressed that we need the EDC and that Planning could take it over. Ms. Schwartz noted that the Commission would need further education in order to best handle these added responsibilities. Mr. Goeschel outlined his request to increase the Planning portion of his hours and add an entirely new Wetlands/GIS employee (Exhibit 3). Mr. Schuch said that he would draft a letter of support in regards

to Mr. Goeschel's budget for the next meeting, which eventually could be presented to the Finance Director and BOS.

**B. Liaison to Zoning Commission Schedule**

Mr. Balantic noted that he is not on the schedule and the Commission decided to replace John with Frank since John's work hours have changed.

**VII Reports**

**A. Chairman**

Mr. Schuch had nothing to report

**B. Ex-Officio- Rose Ann Hardy**

Ms. Hardy stated that in regards to the Application of Pauline Lord, this is the third time she has appeared before Zoning on the grounds that questions- many of which you have asked tonight could not be answered. This is an expanded proposal. Ms. Lord has tried to address previous concerns along with expanding her proposal. Ms. Hardy turned the Meeting over to the First Selectmen, Mark Nickerson. Mr. Nickerson thanked the Commission for all of their hard work and presented them with East Lyme pins for them to wear as representatives of the Town and Planning Commission.

**C. Zoning Representative**

Ms. Palazzo stated that the meeting was not long but that it was informative. She noted that the owner of the new restaurant being built in the old health food space on Main Street attended the meeting and supplied the Commission with sketches of the inside and outside of the restaurant, along with a sample menu. The owner is hoping for an April opening.

**D. Sub-Committees**

**a. Sustainable Development and Climate Adaptation Subcommittee (F. Schwartz, G. Goeschel)**

Mr. Goeschel stated that they are moving along and planning on a late February workshop.

**b. Subdivision Regulations Bonding Review Subcommittee (B. Schuch, J. Bengtson, G. Goeschel)**

Mr. Goeschel stated that they did meet and that Attorney O'Connell is making changes to their rough draft. Mr. Goeschel also stated that he has been reviewing the Regulations with Mr. Benni, the Town Engineer.

**E. Staff/Communications**

**a. Staff Report**

Mr. Goeschel had nothing new to add.

Adjournment

- **\*\*Motion (4)**

**Mr. Covino moved to adjourn the Planning Commission Meeting at 8:41 PM.**

**Ms. Bengtson seconded the motion.**

**Vote: 6-0-0. Motion passed.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brooke D. Stevens".

Brooke Stevens,  
Recording Secretary

**Zoning Regulation Changes**

**Notes on changes**

Please note that these are just my notes on what was changed during the course of the subcommittee's review. They aren't a total but represent an abbreviation of what occurred on each Section. Please refer to the subcommittees minutes for more information.

Cover Sheet; Changed photo and date

Page 3; Spelling Corrections

Page 5 & 6; Table of Contents change formatting and updated page numbers

Section 1; Digital media added wherever video cassettes and slides are referenced, section numbers changed to reflect definitions being placed in alphabetical order

Section 2; removed R-20 districts (no longer exist), and references to Aquifer as it was removed from the regulations

Section 2A was changed to Section 3 and renumbered

Section 3 was changed to Section 4 and renumbered. Veterinary hospital was changed to Veterinary clinic

Section 4 was changed to Section 5 and renumbered, Veterinary hospital was changed to small animal veterinary clinic

Section 5 was deleted

Section 6 was renumbered

Section 7 no changes

Section 8, The entire section was renumbered where necessary, and spelling errors were corrected.

Section 8.1.5 was changed to say only convalescent home

Section 8.1.10 was added regarding Private Education Use under 4000 square feet in gross floor area

Sections 8.2.13 thru 8.2.15 were added

Section 9, Section 9.1.2 was changed, Section 9.1.11 was changed, Section 9.2.8 and Section 9.2.9 were added

Section 10 was renumbered where necessary

Section 11 was unchanged

Section 11A was corrected in regard to the Aquifer Protection Agency Regulations (which are no longer part of the Zoning regulations, and for references to other sections of the regs.

Section 12 was renumbered where necessary, and Section 12.3.5 was removed

Section 12A was renumbered as necessary and section 12A.3.5 was removed

Section 13 no changes

Section 14 was renumbered

Section 15 was reformatted to include renumbered where needed, Zoning Enforcement Officer was changed to Zoning Official, spelling errors were corrected, cross references were corrected.

Section 16 was unchanged

Section 17 corrected the title of the Zoning Official

Section 18 renumbered the contents page, corrected spelling errors, corrected Zoning Official title

- I Added the language for Community Bulletin Boards that was previously approved in the text amendment of September 2014.

Section 19 corrected cross references and chapter references, reformatted,

Section 20 renumbered where needed, corrected Zoning Official title, made changes to liquor section 20.20 as per text amendment of November 6, 2014, corrected references; Section 20.20.8 was removed completely as was section 20.25. Section K and L were renumbered.

Section 21 editing of 21.1.3 nonconforming buildings, correction of Zoning Official title, renumbered as needed.

Section 22 renumbered, deleted "home and rest" from 22.1.6, corrected sidelines to side yard, and on site to onsite, added map with parking overlay.

Section 23 deleted E&F from 23.1, and last sentence of 23.2 first paragraph, changes to 23.5 B 2 A and B.

Section 24 corrected Zoning Official title, removed portion of Section 24.6 E 2 and added to it.

Section 25, removed original 25.1 and renumbered entire section

Added Assisted Living Facilities CA to 25.5 Table

Formatted table where necessary

Section 26 corrected Zoning Official title

Section 27 no changes

Section 28 corrected zoning official title, corrected fees in 28.5

Section 29 no changes

Section 30 no changes

Section 31 renumbered and corrected spelling where necessary

Section 32 renumbered

Section 33 formatting where necessary

Appendix B formatting where necessary



**AGENDA ITEM IV**  
**ZONING REFERRAL**

**Application of Pauline L. Lord;** proposal to amend the East Lyme Zoning Regulations Section 1, 4 and 25.5 to allow a retreat/event center, ancillary to an agricultural use, in the RU-40 district. *(Public Hearing scheduled for 2/5/15)*

Meeting of January 20, 2015  
At the East Lyme Town Hall  
108 Pennsylvania Avenue  
Niantic CT 06357  
(860) 691-4114

# Town of

P.O. Drawer 519

Zoning Department

December 5, 2014

Brian Schuch, Chairman  
East Lyme Planning Commission  
Town of East Lyme  
PO Box 519  
Niantic, CT 06357



# East Lyme

108 Pennsylvania Ave  
Niantic, Connecticut 06357  
(860) 691-4114  
Fax (860) 691-0351

RE: Referral/Text Amendment Proposal

Dear Mr. Schuch,

I am writing to refer the following application for your review and comment in accordance with Section 8-3 a (a), (b) of chapter 124 of the Connecticut General Statutes.

Application of Pauline L. Lord, to amend the East Lyme Zoning Regulations Section 1, 4 and 25.5 to allow a retreat/event center, ancillary to an agricultural use, in the RU-40 district. A copy of the proposed amendment is enclosed.

The Zoning Commission has scheduled a public hearing for February 5, 2015. Please forward any comments for inclusion into the public hearing record. If you have any questions please do not hesitate to contact the Zoning Commission staff person, Mr. Mulholland.

Sincerely,

George McPherson  
Secretary, East Lyme Zoning Commission

GM/jl

PO Box 519  
 Niantic, CT 06357  
 (860) 691-4114  
 Fax: (860) 691-0351

Zone TA Permit # \_\_\_\_\_

Date Entered into ZTA Log \_\_\_\_\_

**APPLICATION FOR ZONING REGULATION TEXT AMENDMENT**

Date of Application: 11/26/2014

Applicant's Name: PAULINE L. LORD

Applicant's Address: PO BOX 250

Telephone: 860-303-0099

Text Amendment of Section #: SECTION 1, 4, 25.5

DESCRIPTION OF TEXT AMENDMENT OF ZONING REGULATIONS REQUESTED {must comply all other applicable Zoning Regulations of the Town of East Lyme}:

SEE ATTACHED

Signature of Applicant: Daniel W. Harkew FOR PAULINE L. LORD

\*\*\*\*\*  
**Below this line for Office Use Only:**  
 \*\*\*\*\*

Attach a copy of what is being changed, omitted or added to the Zoning Regulations.

AMENDMENT PROPOSAL ATTACHED

☒ YES ☐ NO

PERMIT FEE: TEXT AMENDMENT \$300.00

STATE FEE: \$60.00

CHECK #: 2302

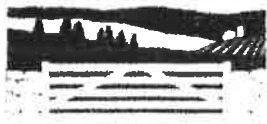
TOTAL DUE: \$ 360.00

At its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, the East Lyme Zoning Commission voted and accepted the above referenced Text Amendment to the Town of East Lyme Zoning Regulations.

Dated: \_\_\_\_\_

Marc Salerno, Chairman  
 East Lyme Zoning Commission

## White Gate Farm



November 26, 2104

Bill Mulholland, Zoning Official  
East Lyme Zoning Commission  
P.O. Box 519  
108 Pennsylvania Ave.  
Niantic, CT

RE: Proposed Amendment to the Zoning Regulations to allow a Retreat/Event Center ancillary to an Agricultural Use in the RU-40 District by Special Permit

Dear Mr. Mulholland,

As you are aware, White Gate Farm has successfully hosted Dinners at the Farm since 2007. With the vacancy of the existing main residence, we now have an opportunity to host a variety of events and activities in a manner that would have minimal adverse impact on the surrounding neighborhood. It is our desire to convert the main residence to a Retreat/Event Center and rent the facility and grounds to individuals or groups for private functions. To that end, we are proposing the attached amendment to the Zoning Regulations.

The proposed amendment is consistent with the Plan of Conservation and Development goals to protect agricultural uses, maintain the traditional New England character of the community, and promote sustainable economic development. The American Farmland Trust and the CT Conference of Municipalities, in their publication, "Planning for Agriculture- A Guide for Connecticut Municipalities" encourage towns to consider allowing non-agricultural businesses compatible with agriculture as a method for sustaining the economic viability of farms.

If the amendment is approved, it is our intention to follow with a Special Permit Application specific to White Gate Farm. At that time, specific controls, tailored for our specific property and use, can be made as a condition of approval.

We look forward to working with the Commission to establish a first class facility that not only complements our farming operation but adds an exciting new business to the community.

Thank you for your consideration of this proposal.

Sincerely,

Pauline Lord, Owner  
White Gate Farm LLC  
83 Upper Pattagansett Road  
East Lyme CT 06333  
Cell: 860.303.0099 info@whitegatefarm.net

PROPOSED AMENDMENT TO THE ZONING REGULATIONS  
TO ALLOW A RETREAT/EVENT CENTER, ANCILLARY TO AN AGRICULTURAL USE,  
IN THE RU-40 DISTRICT

**Section 1 – DEFINITIONS**

(New)

RETREAT/EVENT CENTER – A facility located on a farm property, used for meetings, conferences, seminars or special events and which may provide meals, housing, and recreation for guests during the period of the retreat program or special event. Such facility may be rented by individuals or groups to accommodate private functions including, but not limited to: Dinners at the Farm, weddings, family reunions and other similar celebrations.

**Section 4 – RU-40 RURAL DISTRICTS**

**4.2 SPECIAL PERMIT USES**

(New)

4.2.9 Retreat/Event Center ancillary to an agricultural or farm use.

**Section 25.5 – TABLE OF MINIMUM CONTROLS FOR SPECIFIC SPECIAL PERMIT**

(New)

<u>USE</u>	<u>DISTRICT</u>	<u>CONTROLS</u>
Retreat/Event Center, ancillary to Agricultural Use	RU-40	<ol style="list-style-type: none"><li>1. Lot size shall be not less than twenty-five (25) acres and primarily used for agricultural purposes.</li><li>2. The maximum number of guests shall not exceed two-hundred (200) persons.</li><li>3. A designated off-street parking area, which may be temporary in nature, of sufficient size and suitability to accommodate the maximum number of guests shall be provided.</li><li>4. For events exceeding one hundred (100) persons, Traffic Control personnel shall be provided at the expense of the owner and shall either be members of the East Lyme Police Department or a private security firm.</li><li>5. The maximum stay for guests in the Retreat Center shall not exceed seven (7) nights.</li><li>6. The Retreat Center shall contain a commercial kitchen for the preparation or catering of food to be served on the premises and shall have adequate sanitary facilities for the capacity of the building.</li><li>7. Tents and portable restrooms may be utilized on the grounds.</li></ol>

8. Outdoor amplification shall be permitted subject to the noise control limits established by Town Ordinance.
9. Outdoor lighting shall not shed light beyond the boundaries of the subject property.

Exhibit 3

## **AGENDA ITEM V A**

FY 15/16 Budget

Meeting of January 20, 2015  
At the East Lyme Town Hall  
108 Pennsylvania Avenue  
Niantic CT 06357  
(860) 691-4114

# GENERAL FUND BUDGET FY 2015/2016

## 117 - Planning Department

	2014 Actual Expense	2015 Adopted Budget	2015 Amended Budget	2016 Dept Head Requested	2016 Bd Selectmen Proposed	2016 Bd Finance Proposed	
<b>100 Personnel Services</b>							
211 Planning Director	58,759	61,019	61,019	76,273			25.00%
GIS Analyst / Asst. Planner		0	0	50,000			#DIV/0!
412 PT Recording Secretary	1,060	1,500	1,500	1,500			0.00%
<b>Personnel Services Total</b>	<b>59,819</b>	<b>62,519</b>	<b>62,519</b>	<b>127,773</b>	<b>0</b>	<b>0</b>	104.37%
<b>200 Services-Contracted/Operating</b>							
215 Maintenance of Equipment	6,450	6,500	6,500	7,300			12.31%
239 GIS Implementation	2,063	5,000	5,000	5,000			0.00%
<b>Services-Contracted/Operating Total</b>	<b>8,513</b>	<b>11,500</b>	<b>11,500</b>	<b>12,300</b>	<b>0</b>	<b>0</b>	6.96%
<b>300 Operating Expenses</b>							
242 Professional Conventions/Conf.	624	650	650	650			0.00%
246 Transportation Allowance	100	100	100	200			100.00%
251 Printing	137	400	400	265			-33.75%
320 Misc Supplies	1,000	950	950	1,000			5.26%
<b>Operating Expenses Total</b>	<b>1,861</b>	<b>2,100</b>	<b>2,100</b>	<b>2,115</b>	<b>0</b>	<b>0</b>	0.71%
<b>Planning Department Total</b>	<b>70,193</b>	<b>76,119</b>	<b>76,119</b>	<b>142,188</b>	<b>0</b>	<b>0</b>	86.80%



Department Total 142,188  
**TOWN OF EAST LYME**  
 Dept No. 117  
 Dept Name Planning Dept

FY 2015/2016  
 Budget Input  
 29-Dec-14

Acct.	Account Description	Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
211		15/16	
	Planning Director		Department Head non-union. FY 2008/2009 Position reduced as a result of Board of Finance reduction 26% (0.8FTE). COLA based upon recommendation of Board of Selectmen. The Director of Planning, under the supervision of the First Selectman, is responsible for providing housing and economic development planning and provides technical support to the Planning Commission, Inland Wetlands Commission, and the Commission for the Conservation of Natural Resources. Additionally, the Director provides assistance to the Departments of Health, Building, Public Works, Engineering, Water & Sewer, Tax Assessor, Public Safety, Fire Departments, and Police Department. The Director is currently the Inland Wetlands Agent and the Fair Housing Officer. Requested increase due to an increase in permit reviews, zoning referrals, engineering referrals, inter-departmental requests for GIS maps/analysis, attendance at approx. 4 meetings/month and grant writing and management.
		76,273	
	GIS Analyst/Intern		GIS Analyst/Intern, under the supervision of the Director of Planning, would be responsive to Town-wide departmental business needs. A GIS Analyst 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. Further, a GIS Analyst would provide maps and data sets to supplement analysis and recommend appropriate reactionary strategies in response to GIS analysis and provide guidance and technical support to employees, Boards, Commissions, and the general public.
		50,000	
412	PT Recording Secretary		Recording secretary to take minutes of regularly scheduled monthly and special Planning Commission meetings, maintain records, prepare correspondence. Record and file minutes for 18 mtgs. @ 7 hrs ea. Board of Finance previously reduced to \$2,000. This departmental budget has been consolidated from 129-412-1,500 Planning Commission.
		1,500	
<b>Personnel Services Total</b>		<b>127,773</b>	

Acct	Account Description	15/16 Budget	Supporting Description of Activity
<b>200 Services-Contracted/Operating</b>			
215	Maintenance of Equipment	7,300	GIS ArcGIS Software Maintenance-\$1,300, Web-Hosting Fee- \$3,500, Annual GIS ArcGIS On-line on-line software subscription \$2,500 allows Town to maintain our own GIS data resulting in more up-to-date information and reduces the amount of work that may have to be out sourced to an outside consultant.
239	GIS Implementation	5,000	New data development, support services such as map production and updates, on-site support, training, data loading and configuration and assistance with GIS ROI Study. Mapping production includes, zoning and various land use map updates. Revenue is generated through the sale of GIS data, maps, increased staff efficiencies, and customer service.
<b>Services-Cont/Operate Total</b>		<b>12,300</b>	
<b>300 Operating Expenses</b>			
242	Professional Conventions/Conf.	650	Educational conferences and workshops for staff and commission members. Includes annual American Planning Association dues (includes Connecticut, National and AICP Certification).
246	Transportation Allowance	200	Mileage reimbursement for Planning Director/Wetlands Enforcement Officer utilizing personal vehicle for official duties. \$200.00 was moved to line item 132-246 (Inland Wetlands)
251	Printing	265	Paper for written materials: estimated 4 cases at 28.50 dollars per case for \$114.00. Includes \$150.00 for plotter paper rolls and color ink. \$200.00 was moved to line item 132-251 (Inland Wetlands)
320	Miscellaneous Supplies	1,000	Postage for monthly mailings of information packets to 6 commission members, 3 alternates and 1 Ex-officio. Certified mailings of notices of decisions to applicants as required by regulations. Certified mailings of written enforcement orders as required by regulations. Office Supplies and reference materials.
<b>Operating Expenses Total</b>		<b>2,115</b>	
<b>Planning Dept Total</b>		<b>142,188</b>	

# GENERAL FUND BUDGET FY 2015/2016

	2014	2015	2015	2016	2016	2016
	Actual	Adopted	Amended	Dept Head	Bd Selectmen	Bd Finance
	Expense	Budget	Budget	Requested	Proposed	Proposed

## 132 - Inland Wetlands Agency

### 100 Personnel Services

212	Wetlands Officer	14,681	14,349	14,349	28,698		100.00%
412	PT Clerical Recording Secretary	819	1,000	1,000	1,000		0.00%
	<b>Personnel Services Total</b>	<b>15,499</b>	<b>15,349</b>	<b>15,349</b>	<b>29,698</b>	<b>0</b>	<b>93.48%</b>

### 200 Services - Contracted/Operating

243	Consultant	0	3,000	3,000	3,000		0.00%
	<b>Services Expenses Total</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.00%</b>

### 300 Supplies & Miscellaneous

204	Postage	323	500	500	500		0.00%
242	Meetings/Conferences	40	300	300	300		0.00%
243	Training	150	300	300	300		0.00%
245	Dues/Membership	1,055	1,075	1,075	1,200		11.63%
246	Transportation Allowance	100	0	0	200		
251	Printing - Brochures	0	0	0	265		
320	Misc Supplies	704	0	0	1,000		
	<b>Services Contracted/Operations Total</b>	<b>2,373</b>	<b>2,175</b>	<b>2,175</b>	<b>3,765</b>	<b>0</b>	<b>73.10%</b>

### INLAND WETLAND AGENCY TOTAL

<b>17,872</b>	<b>20,524</b>	<b>20,524</b>	<b>36,463</b>	<b>0</b>	<b>0</b>	<b>77.66%</b>
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# TOWN OF EAST LYME

FY 2015/2016

Dept No. 132

Budget Input

Dept Inland Wetlands Agency

29-Dec-14

Acct.	Account Description	15/16 Budget
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Supporting Description of Activity

## 100 Personnel Services

212	Wetlands Officer	28,698	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 Officer 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 sit 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. <b>Requested increase of 100% to bring the position back to a part-time position due to the increase of site/construction monitoring and applications provided that the Planning Director's Salary is fully funded as requested by Department Head.</b>
412	PT Clerical Recording Secretary	1,000	Recording secretary to take minutes of monthly and special Conservation Commission meetings, prepare agendas, maintain records, prepare correspondence, process permit applications, deposit application fees, and prepare, assemble and mail monthly packets to Commission members.
Inland Services Total		29,698	

## Contracted/Operations

243	Consultant	3,000	This account facilitates the payment to outside consultants hired to review complex wetland applications. The monies spent are fully reimbursed by 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 and there is no conflict of interest.
Services-Contract/Oper Total		3,000	

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
<b>300 Operating Expenses</b>			
204	Postage	500	Postage for monthly mailings of information packets to 7 commission members, 3 alternates and 1 Ex-officio. Certified mailings of notices of decisions to applicants as required by regulations. Certified mailings of written enforcement orders as required by regulations.
242	Meetings/ Conferences	300	Costs involved for annual CACIWC (Connecticut Association of Conservation and Inland Wetlands Commission) meeting (\$40/pp), and educational conferences for commission members such as the CBA's Annual Land Use Law Workshop. These annual meetings are important to receive current information on wetland issues and to meet with peers to discuss how certain issues are addressed in other towns.
	Training	300	Training expenses to train Commission members. The DEP has an annual 3-segment Municipal Inland Wetland Commissioners Training Program \$60/pp. Each year segment 2 has an update on recent court decisions and new laws pertaining to wetland issues. This training is extremely important as it reduces the town's liability when the commissioners are properly trained and up to date on the laws that pertain to wetland issues.
245	Dues/Membership		\$70 annual dues to The Connecticut Association of Conservation and Inland Wetland Commissions Inc. (CACIWC). \$1000 annual Municipal Contribution to the Eastern Connecticut Conservation District (ECCD). The ECCD has asked for a contribution of \$1500. Our contributions support the commission through involvement in application reviews and providing consultant services as an independent party.
246	Transportation Allowance	200	Mileage reimbursement for Wetland Enforcement Officer utilizing personal vehicle for official duties. \$200.00 from line 117-246 (Planning)
251	Printing Brochures	265	Public outreach and education on wetland issues. 4 cases of paper at \$28.50 and \$150.00 for plotter paper and ink (increase from line 117-251 Planning)
	Misc Supplies	1,000	Annual expenses for supplies include cassette tapes and DVDs used to record all meetings and public hearings, office supplies used by the recording secretary and conservation officer, and necessary equipment.
320		3,765	
<b>Inland Wetlands Total</b>		<u><b>36,463.</b></u>	

**FY 15/16 Budget Increase Justification in the line item #117- 211 Planner and GIS Analyst/Asst. Planner:**

GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts. GIS helps us answer questions and solve problems by looking at our data in a way that is quickly understood and easily shared.

A Geographic Information Systems (GIS) Analyst will improve the Town's GIS data, provide spatial analysis services (complex analysis) to various departments, and provide guidance and technical support to employees and the general public.

GIS technology is used to conduct complex analyses; this new data and information will save time, improving daily workflow efficiency and allowing for more informed decision making. GIS integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. The Town has new and legacy data stored in a variety of formats in many locations. GIS can integrate and relate any data that has a spatial component, regardless of the source of the data, so that we can analyze it as a whole and utilize it to make critical planning decisions.

GIS based planning allows us to create and test alternative development scenarios and determine their likely impacts on future land use patterns, transportation, natural resources, population and employment trends, thus allowing public officials to make informed planning decisions. GIS networks are designed to connect all areas of local government infrastructure, ensuring the best service possible for its constituents. The ultimate goal is to bring together all of the potential players to work collaboratively on a common vision for the community of East Lyme.

As such, in March of 2013 the Planning Department and the Department of Information Technology (IT) in consultation with Tighe & Bond, Inc. completed a GIS Needs Assessment and Return on Investment (ROI) Study (attached).

Based on the 17 employees evaluated in the study saving one (1) hour a day using a private GIS Website to assist with their daily workflow tasks, a GIS Analyst would result in an **Annual Cost Savings of approximately \$168,000.00 dollars for the Town.**

Based on 2013 GIS usage within the Land Use Department it's estimated that the Town saves approximately \$61,000.00 dollars per year. With further implementation of GIS the Land Use Department alone could save up to \$160.00 dollars per day on code enforcement, permit and file management, and operational expenses through mileage reduction and more efficient route planning. Mileage savings translate into reduced fuel use and a smaller carbon footprint, which will advance goals for green operations. The additional cost savings for that one department would total approximately \$41,770 per year.

The Public GIS Website reduces the amount of in person requests from the general public, freeing up Town staff for other tasks. The Assessor's department alone could save up to 3-hours per day on requests that would otherwise come in without access to the public website. The cost savings for that one department total approximately \$20,996 per year. If each of the 17 employees listed in the ROI saved an additional half-hour a day using this technology that would result in at least an \$84,000 annual cost savings for the Town. The following is a breakdown of the Total Cost of GIS Implementation, including recurring costs, and the ROI:

<b>GIS Product Task</b>	<b>Cost Estimate</b>
Total GIS Recurring Costs	\$31,936
Total One-Time Implementation Cost	\$11,000
Mobile Devices	\$7,200
TacView / AVL for vehicle tracking	\$22,000
Full-Time GIS Analyst	\$50,000
On-Call GIS Technical Support	\$15,000
Total Cost of Investment	\$137,136

### **Return on Investment**

**Tangible Return on Investment:** Approximately **\$201,306** (includes Land Use and Tax Assessor's Administrative Staff). The Return is anticipated to increase with the in use by municipal staff beyond the 17 positions evaluated in the study.

**Intangible Return on Investment:** Saving lives, personal property, environment, and customer satisfaction. Years after Implementation (assumes no additional software purchases, wireless phone and data charges, or pay increase of the 17 employees listed above and Land Use and Assessor's administrative staff).

**Years after Implementation** (assumes no additional software purchases, wireless phone and data charges, or pay increase of the 17 employees listed above and Land Use and Assessor's staff administrative staff)

**Year 1-ROI: \$64,170**

**Year 2 – ROI: \$119,370**

### **Conclusion**

In order to start growing the Town's GIS and realizing the ROI, it will require several steps. As the Director of Planning, my responsibilities are time consuming and do not allow sufficient time to develop a robust GIS as described above without the assistance of additional staff with expertise in GIS. The first step to realizing these benefits begins with hiring an in-house GIS Analyst, increasing the Planning Director's salary as the responsibilities of the Director will increase respectively with the implementation of GIS and the additional tasks that will come with the staffing of the Planning Commission upon the reassignment of the EDC mission.

In addition, as fiscal budgets tend to tighten over time the necessity to apply for grant funding to support capital improvements is ever increasing, placing additional demands and responsibility on the part of the Planning Director. In comparison to our neighboring municipality, Waterford, which has a population of roughly 20,000, a full-time Environmental Planner who functions as their Inland Wetlands Agent, a full-time Assistant Planner, and Zoning Officer, East Lyme currently has a population of 19,000 and rapidly growing (Gateway, Bayside, 38 Hope St.). Respectively, the request for an increase in the Salary Line item 132-212 Wetlands Officer is necessary in order to provide the current level of service or better. As I experience an increase in time spent conducting site monitoring and permit reviews as it pertains to day-to-day Planning Functions and Inland Wetlands Permitting and Enforcement, I recommend and respectfully request the proposed increase.