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DEPARTMENT OF
ENVIRONMENTAL PROTECTION
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Amey Marrella, Commissioner

Municipal Inland Wetland Commissioners Training Program

2006 Summary Report

Inland Water Resources Division
Bureau of Water Protection & Land Reuse
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Municipal Inland Wetland Commissioners Training Program

2006 Summary Report

Introduction

Connecticut's Inland Wetlands and Watercourses Act (IWWA), Connecticut General Statutes (CGS) Section 22a-36 through Section 22a-45, delegates the authority to regulate inland wetlands and watercourses to municipal inland wetlands agencies. The IWWA also mandates the Connecticut Department of Environmental Protection (DEP) to develop a comprehensive training program for inland wetlands agency members¹. The objective of the program is to provide training and guidance to wetlands agencies regarding both the law they are implementing and the resources they are protecting. The training program is known as the Municipal Inland Wetland Commissioners Training Program and has been conducted since 1987 (see Appendix A for a history of the training program). This report describes and summarizes the 2006 Municipal Inland Wetland Commissioners Training Program.

The 2006 Municipal Inland Wetland Commissioners Training Program

The 2006 Municipal Inland Wetland Commissioners Training Program was announced to all municipal inland wetlands agencies through two brochures. The first brochure, which explained the training program and provided a description of the program's three segments, was mailed in February 2006. The brochure contained a registration form for both Segment I and Segment II. A second brochure was mailed to all municipal inland wetlands agencies in September 2006. The second brochure contained a more detailed Segment III program description and a registration form for that segment (see Appendices B1 and B2).

Program Format and Content

Segment I was titled "Connecticut's Inland Wetlands and Watercourses: *An Introduction to Principles and Practices*", and provided participants with the fundamentals of wetland and watercourse protection in Connecticut. Subject matter included: the history of wetlands protection in Connecticut, the identification of wetlands and watercourses, the statutory basis for regulating wetlands and watercourses, the role of municipal inland wetlands agencies, a brief overview of other regulatory programs relating to wetlands and watercourses, the functions and values of wetlands and watercourses, and a basic lesson in map reading and site plan review. The Office of the Attorney General, as well as the DEP's Forestry Division, assisted with Segment I. The segment was held during March and April at four locations: Sessions Wood Wildlife Management

¹ The term "commissioner(s)" and "commission member(s)" is synonymous with the term "agency member(s)".

Area, Burlington; Kellogg Environmental Center, Derby; Bishop Center, University of Connecticut, Storrs; and DEP Marine District Headquarters, Old Lyme.

Segment II was titled "Connecticut's Inland Wetlands and Watercourses: *Legal Issues, Resource Management and Related Disciplines*". This advanced segment was recommended for all agency members and staff. Representatives from the Office of the Attorney General provided a review of recent legislative changes to the Inland Wetlands and Watercourses Act, and a summary of pending court cases. The Office of the Attorney General also provided a presentation on enforcement, and concluded their talk with a half-hour open question and answer session. Segment II continued with a presentation by the U.S. Environmental Protection Agency in which the federal wetlands regulatory program (Section 404 of the Clean Water Act) was discussed. Finally, Segment II concluded with staff of DEP's Environmental Analysis Section providing an overview of Connecticut's involvement in the federal wetlands regulatory program (401 Water Quality Certificate) and a presentation on wetland assessments. The Segment II program was held during May and June at four locations: Kellogg Environmental Center, Derby; DEP Marine District Headquarters, Old Lyme; University of Connecticut Business School, Hartford; and the Bishop Center, University of Connecticut, Storrs.

Segment III was titled "Connecticut's Inland Wetlands and Watercourses: *Plant Science and Identification*". This program began with a series of indoor presentations aimed at providing participants with an understanding of general plant identification, plant morphology including adaptations to the wetland condition, and wetland plant communities. In addition, the indoor presentations included a discussion by the U.S. Army Corps of Engineers on mitigation including such topics as species selection and design. The second part of the program consisted of a field excursion to a nearby wetland where fall and winter plant identification was presented. Staff of the U.S. Army Corps of Engineers, a private consulting ecologist, and a private consulting botanist assisted in conducting Segment III. The program was held a total of four times during October and November with two dates in Burlington, and two dates in Mansfield (Storrs).

Participants at each segment were provided with a text packet to share with their respective inland wetlands agencies, enabling training to extend beyond the segment participants, and to assist the agency in meeting the statutory requirement of Section 22a-42(d). The packets contained an agenda, lecture outlines, as well as other supporting information pertaining to the topics being discussed. Appendix C1 shows a list of presenters for the 2006 Municipal Inland Wetland Commissioners Training Program. Appendices C2 through C4 consist of the agendas for each of the training program segments.

Attendance and Certificate of Completion

The 2006 Municipal Inland Wetland Commissioners Training Program was attended by a total of 452 participants representing approximately 100 towns (See Appendix D1). Specifically 128 participants attended Segment I, 168 participants attended Segment II, and 156 participants attended Segment III. A participant is defined as a registered individual. Therefore, if an individual registered for Segment I and Segment II, the individual would be counted as two participants. For that reason it is interesting to note that there were 249 individuals who attended the 2006 training program. Of these individuals, 78 completed all three segments. Hence 78 certificates of completion pursuant to CGS Section 22a-39(n) were issued upon conclusion of the 2006 training program. (Appendix D2 shows a sample of the certificate.)

Training Program Voucher

The DEP carried out the IWWA statutory requirement (Section 22a-42(d)) of making the comprehensive training program available to one person from each town without cost to that person or town, by mailing one voucher along with the program brochure to each municipal inland wetlands agency in February. The voucher allowed one person from each town to attend Segment I and Segment II at no cost. The DEP mailed a second voucher for Segment III, along with a second program brochure, in September (See Appendix E). Participant substitution of the voucher was allowed on a case-by-case basis.

Table 1 below summarizes participant attendance and participant use of the voucher during the 2006 Municipal Inland Wetland Commissioners Training Program. As noted previously, a participant is defined as a registered individual. Therefore, if a person registered for Segment I and Segment II, that person would be counted as two participants. It is worthy to note that of the 100 towns participating in the 2006 training program, 85 towns utilized the voucher to participate in some portion of the 2006 training program. However, this only accounts for 50% of the distributed vouchers being used. Further, as indicated in Table 1 below, more than half of the attending participants paid to attend some portion of the training program. Most of the towns in attendance paid for additional participants to attend the training program.

Table 1. Participant Attendance during the 2006 Training Program

2006 Municipal Inland Wetland Commissioners Training Program	Total # of Attending Participants	# of Attending Voucher Participants	# of Attending Paying Participants
Segment I	128	60	68
Segment II	168	80	88
Segment III	156	74	82
TOTAL	452	214	238

Administrative and Financial Summary

In order to conduct the 2006 Municipal Inland Wetland Commissioners Training Program in a professional and efficient manner, the DEP procured the University of Connecticut, College of Continuing Studies (CCS), to provide administrative support for the training program. This was necessary due to the limited number of DEP staff available to organize and carry out the numerous logistical and administrative details of the training program. Services provided by the CCS and the DEP can be found in Appendix F.

Through a Memorandum of Understanding between the CCS and the DEP, it was agreed that a cost of thirty-eight dollars per person per segment would cover the services provided by the CCS. Note that this cost does not include expense associated with the voucher, nor does it include the DEP in-kind services mentioned in Appendix F. The CCS accepted registration by voucher in lieu of payment. Consequently, the DEP was required to subsidize thirty-eight dollars per voucher. Therefore, the DEP established a registration fee of fifty-five dollars for each segment. Charging an additional seventeen dollars per segment enabled the DEP to apply these additional monies toward the voucher registrant costs. The DEP kept registration fees low in order to attract participants in addition to those using the voucher. Besides participant registration fees, funding

sources for the 2006 Municipal Inland Wetland Commissioners Training Program included the DEP Wetlands Penalty Account (CGS Section 22a-44(b)) and U.S. Environmental Protection Agency grants.

Table 2 below shows the breakdown of the CCS costs incurred for the 2006 training program. Note that the CCS provided program administration services for each registered participant, regardless of whether they actually attended the program or not, and regardless of whether they used a voucher or paid a registration fee. Therefore the number of registrants, as opposed to the number of participants that truly attended the program (Table 1), is used when calculating the financial information as this reflects the actual costs the CCS charged to the DEP. Table 2 does not reflect DEP in-kind services. It is worth mentioning that in order to have covered all of the CCS costs associated with the 2006 training program; the DEP would have had to charge a fee of \$76.00 to each of the registered paying participants.

Table 2. Participant Registration Financial Summary of the 2006 Training Program

2006 Municipal Inland Wetland Commissioners Training Program	Segment I	Segment II	Segment III	TOTAL
Total # of Registered Participants	142	171	176	489
# of Registered Voucher Participants	61	80	83	224
# of Registered Paying Participants	81	91	93	265
Registration Fee	\$55.00	\$55.00	\$55.00	-
CCS Cost based on \$38.00 per Registered Participant	\$5,396.00	\$6,498.00	\$6,688.00	\$18,582.00
Total Receipts from Registered Paying Participants ^a	\$4,455.00	\$5,005.00	\$5,115.00	\$14,575.00
Participant Registration Costs Subsidized by DEP	\$941.00	\$1,493.00	\$1,573.00	\$4,007.00
Other CCS Expenses ^b	\$3,903.10	\$3,903.10	\$8,355.58	\$16,161.78
Balance DEP Paid to CCS	\$4,844.10	\$5,396.10	\$9,928.58	\$20,168.78^c

a: Receipts were payable to the CCS for program administration

b: Includes non-registration expenses such as brochure design and printing, food services, transportation, etc.

c: Total cost of training program NOT including DEP in-kind services

Exit Questionnaires

Participants in the 2006 Municipal Inland Wetland Commissioners Training Program were asked to fill out an exit questionnaire at the end of each segment (see Appendix G). The questionnaires were summarized to determine how the training program met the needs of municipal inland wetlands agencies and their staff, and to obtain topic suggestions for future workshops. Not every participant completed an exit questionnaire, nor was every questionnaire completed entirely.

DEP staff collected 113 questionnaires for Segment I, 140 questionnaires for Segment II, and 143 questionnaires for Segment III. The exit questionnaire asked participants to indicate whether they were commission members or staff. The breakdown of commissioners and staff for each segment, based on the exit questionnaires collected, is summarized in Table 3 below.

Table 3.* 2006 Training Program: Participant Category

2006 Municipal Inland Wetland Commissioners Training Program	Commissioner	Staff	Other / Did Not Indicate
Segment I	73	22	18
Segment II	79	43	18
Segment III	80	49	14

*Numbers between tables vary because not all questions were answered on each exit questionnaire received.

The exit questionnaire also included questions to determine the quality of the segments, and to determine how the segments addressed the needs of the participants. One question asked participants to characterize the overall quality of the segments as excellent, good, fair or poor. Table 4 below shows that 63% of responding participants felt the 2006 training program was excellent, and 36% felt the program was good.

Table 4.* 2006 Training Program: Overall Quality

2006 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment I	75	34	1	0
Segment II	86	53	0	0
Segment III	83	53	3	1
TOTAL	244	140	4	1

*Numbers between tables vary because not all questions were answered on each exit questionnaire received.

Another question asked participants to indicate, by categorizing as excellent, good, fair or poor, how the information presented met their expectations and corresponded to their needs. Table 5 below shows that 96% of the responding participants felt that the 2006 training program was excellent or good at meeting expectations and needs.

Table 5.* 2006 Training Program: Responding to Participant Needs

2006 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment I	70	40	2	0
Segment II	68	69	2	0
Segment III	78	50	11	1
TOTAL	216	159	15	1

*Numbers between tables vary because not all questions were answered on each exit questionnaire received.

Conclusions and Recommendations for Future Training Programs

Upon completion of the 2006 Municipal Inland Wetland Commissioners Training Program, DEP staff analyzed exit questionnaire comments to determine if the program met the DEP's expected outcome, and to determine if the program provided agency commissioners and staff with a high-quality learning experience.

Segment I was tailored for the new agency member or staff person and was designed to be repeatable from year to year, enabling municipal inland wetlands agencies to count on a component of the program that will train new members. The 2006 Segment I registrations and participant attendance increased from the 2005 training year. Of the exit questionnaires that were completed, 65% indicated they were municipal inland wetlands agency members. Of these members, 60% had been with their inland wetlands agency two years or less. This is significant as Segment I is tailored for the new agency member and is designed to provide these individuals with a foundation as to their roles and responsibilities on their commission. The completed exit questionnaires also showed that only 19% were staff of an inland wetlands agency. Some staff were new to their position and therefore attending training for the first time, while other staff were seeking a review of the law. It is interesting to note that 9% of attendees were individuals representing other town commissions (i.e. planning and zoning or conservation) or other town staff, and 7% of attendees were "interested" individuals (i.e. consultants, students, citizens). It appears that the Segment I training program is continuing to reach the population it is intended for, specifically, the new agency member. Further, it appears the Segment I training is of interest to other town commissions and staff; and is beginning to attract other professionals and/or concerned town citizens. Based on these results DEP staff recommended that the Segment I format be maintained, and that it continue to be offered at four different locations/dates during the 2007 training year.

Segment II was designed to provide all agency members and staff with information on new legislation, new case law, a legal "hot topic", and a technical wetland related subject. Registrations for the 2006 Segment II program remained nearly the same as those of the 2005 Segment II program. However, participant attendance increased from the 2005 training year. DEP staff and CCS staff believe that an email reminder notice aided in the increased participant attendance in Segment II. The Segment I and Segment II brochure for the 2006 training program had been revised to request email addresses based on both a 2004 and 2005 training report recommendation. Just over half of the registered Segment II individuals provided email addresses. As registration takes place in February and Segment II is not held until the end of May and beginning of June, often registered individuals forget about attending Segment II. Since Segment

II provides municipal inland wetlands agencies with annual updates, it is strongly recommended that at least one member of an agency, or the agency's staff, attend Segment II. Registered individuals that fail to go to the program prevent waitlisted persons from attending. Of the individuals that did attend the 2006 Segment II program, exit questionnaire responses indicate that 56% of attendees were inland wetlands agency members and 31% were inland wetlands agency staff. As with Segment I, Segment II attracted other town staff and commission members, as well as other interested persons (13%). Due to consistent registrations over the past few years, and due to the fact that other interested persons are attending Segment II, DEP staff recommended that Segment II continue to be offered on five different dates and locations during the 2007 training year. Further, DEP staff recommended continuing to collect email addresses and sending Segment II reminder notices.

Segment III was tailored for municipal staff and experienced agency members, and consisted of a technical field workshop on plant science and wetland plant identification. Based on completed Segment III exit questionnaires, 56% of the participants were agency members, 34% of the participants were municipal inland wetlands agency staff, and 10% were other town staff, other town commission members, or other individuals. This figure firmly emphasizes that agency members, in addition to agency staff, are greatly interested in technical field workshops. Of the attending agency members, over 50% indicated they had been on their commission for more than two years. Again, Segment III is intended for staff or experienced commission members. It appears that the program is attaining the targeted audience. Further, the large percentage of attending agency members may be due to the fact that CCS staff emailed program attendees that had completed Segment I and Segment II, and who may be seeking a program certificate of completion, an early notification of Segment III. This process worked well and all those wishing to receive a certificate were able to complete Segment III. DEP staff recommended offering Segment III on four or five different dates, depending on subject matter and speaker availability, during forthcoming training program years; and to continue to vary the subject matter offered each year. DEP staff also recommended continuing to email a Segment III registration notice to those individuals that completed both Segments I and II.

Overall, it is worthy to note that the 2006 training program received a quality rating of good or excellent by 99% of the program's participants. It appears that the training program is developing a positive reputation among professionals and other interested persons, and therefore attracting attendees other than municipal inland wetlands agency members and staff. The ten year average for participant registrations is 508 individuals. The 2006 training program, with 489 registered participants, nearly met the long term average; and increased by 56 individuals compared to the 2005 training report (data obtained from *Table 2*). Further, the 2006 training program registrations did not seem to be affected by the increased registration fee. Based on the 2005 training program summary report, DEP staff increased each training segment fee from \$50.00 to \$55.00. DEP staff recommended maintaining the \$55.00 per segment cost during the 2007 training program and to reevaluate CCS costs per registered individual, as well as DEP in-kind service costs, upon completion of the 2007 training program.

The DEP anticipates that the three-segment approach to training, with the incorporation of annual recommendations, will enable the DEP to continue to provide a successful program. All recommendations from the 2005 training program were successfully incorporated into the 2006 program. Additional comments and suggestions are welcome as the DEP continues to strive to provide a reliable, informative and quality Municipal Inland Wetland Commissioners Training Program. Please do not hesitate to contact the DEP's Wetlands Management Section at (860) 424-3019 or at 79 Elm Street, Hartford, CT 06106.

Appendix A

History of the Municipal Inland Wetland Commissioners Training Program

Pursuant to the General Statutes of Connecticut Section 22a-39, the DEP is charged with developing an annual comprehensive training program for municipal inland wetlands agency members and staff. The annual program covers a broad range of issues including the administrative, legal, and scientific aspects of municipal inland wetlands regulation.

The training program began in 1987 as a result of an amendment to the Connecticut IWWA and consisted of a series of workshops offered intermittently. In 1995 the IWWA was again amended to require the DEP to issue a certificate to any member of a municipal inland wetlands agency or its staff who completed the annual training program (CGS Section 22a-39(n)). In 1996 the IWWA was further amended to require that at least one member of a municipal inland wetlands agency or staff of the agency complete the comprehensive training program developed by the DEP (CGS Section 22a-42(d)). In addition, the IWWA was amended to require "duly authorized agents" to complete the comprehensive training program if they are delegated the authority to approve or extend certain activities (CGS Section 22a-42a(c)(2)). To assist municipalities with sending individuals to the training program, the 1996 amendments also required the DEP to make the training program available to one person from each town without cost to that person or the town. To implement this requirement the DEP issued an annual Prepaid Registration Certificate, which in subsequent training years became known as a Voucher.

Due to the numerous changes made to the IWWA in 1996, the DEP determined there was a need to develop a more extensive training program to meet the increasingly complex goals and objectives of both municipal inland wetlands agencies and municipal staff, and to efficiently convey important legal and resource information. Therefore the DEP implemented a pilot training program for the fall, winter, and spring of 1996 through 1997 (see report titled "The 1996-1997 Municipal Inland Wetland Commissioners Training Program", March 2000). Upon completion of the pilot program, DEP staff analyzed training program evaluation forms, obtained comments from various municipal inland wetlands agencies, and received comments from other interest groups and resource professionals. This information was then utilized to define the necessary statutory and resource protection knowledge and skills that need to be taught to agency members and staff, and to make recommendations on how future training programs are to be conducted.

Consequently, DEP staff recommended that the 1997 - 1998 Municipal Inland Wetland Commissioners Training Program be organized into three components: an introductory segment, an advanced segment, and a specialized segment (see report titled "Municipal Inland Wetland Commissioners Training Program 1997 - 1998 Summary Report", October 2002). The introductory, advanced and specialized segments respectively became known as Segment I, Segment II and Segment III. Specifically, Segment I was intended for new agency members and staff. This portion of the training program provided an introduction to the IWWA and examined the roles and responsibilities of municipal inland wetlands agencies, the basic functions and values of wetlands, the identification of wetlands and watercourses in Connecticut, the basics of site plan review, and a brief overview of other regulatory programs. This segment was designed to be repeatable from year to year without any significant changes in course material, enabling municipal inland wetlands agencies to rely on a component of the program to train new members.

Segment II of the training program targeted all wetlands agency members and staff and expanded upon the introductory portion. New amendments to the IWWA, a case law update, a legal "hot topic", and a specific technical wetland related subject were discussed. This segment was designed to provide a consistent program format in which annual changes to the IWWA can be presented each year.

Segment III was tailored for municipal inland wetlands agents and other staff, as well as experienced agency members, who have considerable knowledge of wetland and watercourse related issues. This portion of the program consisted of a technical field workshop on a specialized topic.

The 1997 - 1998 three-segment format was a success, attended by two-thirds of Connecticut's municipalities. As a result, DEP staff decided to continue the three-segment approach with future Municipal Inland Wetland Commissioners Training Programs.

In 1999 the training program was offered on a calendar year basis. Past training programs began in October of a given year and ended in June of the following year, similar to a school schedule. Conducting the program in such a manner caused some confusion among participants and was not administratively efficient. The new calendar year schedule allowed the program to begin in the spring with Segment I and Segment II, and finish in the fall with Segment III (see report titled "Municipal Inland Wetland Commissioners Training Program 1999 Summary Report"). DEP staff maintained the calendar year, three-segment format for the 2000 through 2006 training programs (for more information regarding a specific training year see the corresponding summary report). Recommendations and exit questionnaire comments continue to be incorporated into the program on an annual basis.

Appendix B1



2006 Municipal Inland Wetland Commissioners Training Program

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The 2006 Training Program

The Municipal Inland Wetland Commissioners Training Program is presented by the Connecticut Department of Environmental Protection (DEP) Wetlands Management Section. Pursuant to the General Statutes of Connecticut Section 22a-39, the DEP is charged with developing an annual comprehensive training program for inland wetlands agency members and staff. The annual program covers a broad range of issues, encompassing the scientific, administrative and legal aspects of municipal wetlands regulation.

Who should attend?

The Municipal Inland Wetland Commissioners Training Program is intended for Connecticut's 170 municipal inland wetlands agencies. The training program is organized into three segments in order to meet the varying needs and diverse backgrounds of agency members and staff. The three segments are designed as follows:

- ▲ Segment I is tailored for new agency members and staff.
- ▲ Segment II is recommended for all agency members and staff.
- ▲ Segment III is designed for agency staff (wetland agents) and experienced agency members.

Is pre-registration required?

Due to limited enrollment, participants must pre-register. Registration is on a first-come, first-served basis with priority being given to inland wetlands agency members and staff. Registrants will receive confirmation and directions online or in the mail.

Can a refund be made if a participant needs to cancel?

Registration fees are refundable only if cancellation is received 48 hours prior to the start of the program. Please call the DEP's student services office at 877-267-6764 or 860-406-4005.

What happens if a program segment is cancelled or rescheduled?

The DEP reserves the right to cancel or reschedule the training program. Registrants will be notified at the earliest possible time and offered a different date/location. If the participant is unable to switch to a different date/location any paid registration fees will be refunded in full.

Are program registration fees waived for any reason?

CT General Statute Section 22a-42(e) provides that the DEP waive program registration fees for one person from each town. A voucher for Segments I and II of the 2006 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To be eligible for free registration, the person selected by his or her wetlands agency must include the original DEP voucher with the registration form that is sent to those participants. The prepaid voucher is not transferable and therefore participant substitution is not allowed for those registrants. For online registration use the voucher code to receive complimentary registration.

Which segment meets the agent training requirement pursuant to CT General Statute Section 22a-42a(c)(2)?

The Statute requires duly authorized wetland agents to complete the DEP's comprehensive training program before the above authority can be delegated to them by their inland wetlands agency. Agents who have completed all segments of a DEP Municipal Inland Wetland Commissioners Training Program offered annually since 1997 meet this requirement. Other agents must complete all segments of this or a future training program to meet this requirement.

How does one register for future training programs?

Each year a brochure containing program information and a registration form for Segments I and Segment II, as well as any vouchers, are mailed to every municipal inland wetlands agency in February. A second brochure and voucher for Segment III are mailed in September.

Workshop Descriptions	Registration Form Wetlands	Segments I and II Spring/Summer 2006
<p>March/April 2006 - Segment I Connecticut's Inland Wetlands and Watercourses: An Introduction to Principles and Practices</p> <p>This segment is designed for NEW agency members and staff, or for those agency members seeking a refresher of the Inland Wetlands and Watercourses Act. Participants will learn the fundamentals of wetland and watercourse protection in Connecticut. Topics to be presented include the history of wetlands protection in Connecticut, the statutory basis for regulating wetlands and watercourses in Connecticut, the role of municipal inland wetlands agencies, the functions and values of wetlands and watercourses, and a basic lesson in site plan review.</p> <p>May/June 2006 - Segment II Connecticut's Inland Wetlands and Watercourses: Legal Issues, Resource Management and Related Disciplines</p> <p>This segment is recommended for all agency members and staff. During the first half of the workshop representatives from the Office of the Attorney General will provide a review of pending court cases as well as a discussion of any current legislative issues. The workshop will continue with topical legal discussions including a presentation on the fourth edition revised DEP inland wetlands and watercourses model municipal regulations and a presentation on inland wetlands enforcement. The Office of the Attorney General will also provide an open question-and-answer session. During the second half</p>	<p>Please make a copy of this registration form for additional registrants.</p> <p>Name _____</p> <p>Social Security # _____</p> <p>Phone: Day (____) _____</p> <p>Evening (____) _____</p> <p>Professional Mailing Address _____ Street _____</p> <p>City _____ State _____ Zip _____</p> <p>Email _____</p> <p>Please check the following as they apply to you.</p> <p><input type="checkbox"/> An appointed / elected member of my municipal Inland Wetlands Agency / Commissioner for the town of _____ of _____</p> <p><input type="checkbox"/> The authorized municipal Inland Wetlands Agent for the town of _____</p> <p><input type="checkbox"/> Submitting a DEP voucher for the town of _____</p> <p>Please let us know if you require special services due to a disability: _____</p> <p>Directions to segment locations are available online (www.coordinatingstudies.socm.edu) or will be mailed with enrollment confirmations.</p>	<p>Fee: \$55 per course section (includes materials and refreshments)</p> <p><input type="checkbox"/> DEP voucher # _____ enclosed.</p> <p><input type="checkbox"/> Check enclosed made payable to UConn.</p> <p><input type="checkbox"/> P.O.M. _____</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover</p> <p><input type="checkbox"/> Discover International</p> <p>Card Number _____</p> <p>Exp. Date _____</p> <p>Signature _____</p> <p>Certificate Group #(A06)</p> <p>Segment I (Terms 1005): Friday, March 24 Burlington (1005) 9:00 AM - 4:00 PM Monday, March 27 & Wednesday, March 29 Derby (1009) 6:30 - 9:30 PM Saturday, April 1 Storrs (1110) 9:00 AM - 4:00 PM Tuesday, April 4 & Thursday, April 6 Old Lyme (1111) 6:30 - 9:30 PM</p> <p>Segment II (Terms 1065): Wednesday, May 24 Derby (1006) 9:00 AM - 4:00 PM Wednesday, May 31 Old Lyme (1007) 9:00 AM - 4:00 PM Tuesday, June 6 & Thursday, June 8 Hartford (1008) 6:30 - 9:30 PM Saturday, June 10 Storrs (1009) 9:00 AM - 4:00 PM</p> <p>An additional session may be scheduled on Saturday, June 17 if enrollment exceeds capacity. Waitlisted participants will be notified of this opportunity.</p> <p>Complete your registration form, enclose payment in full, or DEP voucher and mail, Fax, or phone to:</p> <p>Mail: University of Connecticut, Student Services Office, One Bishop Circle, Unit 4056, Storrs, CT 06269-4056 Online registration: www.coordinatingstudies.socm.edu Phone: 877-892-6254 or 860-485-4005 Fax: 860-486-6272</p>

invited representatives of the U.S. Environmental Protection Agency (EPA) will discuss the federal wetlands regulatory program, specifically Section 404 of the Clean Water Act (CWA). The CWA prohibits the discharge of dredged or fill material into waters of the United States unless the U.S. Army Corps of Engineers issues a permit authorizing such a discharge.

It is important for inland wetland commissioners to be aware of the federal program, and of the regulatory thresholds that could trigger the necessity of the federal agencies to be involved in reviewing certain wetland fill projects.

October 2006 - Segment III

Topic to be announced in the next brochure

This segment is designed for municipal inland wetlands staff. The first part of the workshop will be conducted in the classroom and will consist of presentations and discussions on the chosen subject. The second part of the workshop will take place in the field. We will visit a nearby wetland and relate what was discussed during part one. The field portion will involve some walking. Please dress appropriately for the outdoors and the weather. Topic information and registration for this segment will be available in September.



Appendix B2



Visit us online at
<https://continuingeducation.uconn.edu/professionals/dep/wetlands.html>

2006 Municipal Inland Wetland Commissioners Training Program Segment III



State of Connecticut
Department of Environmental Protection
79 Elm Street, Hartford, CT 06106-5127
Gina McCarthy, Commissioner
www.ct.gov/dep

The 2006 Training Program

Can a refund be made if a participant needs to cancel?

Registration fees are refundable only if cancellation is received 48 hours prior to the start of the program. Please call the UConn student services office at 877-802-6264 or 860-486-4903.

Are program registration fees waived for any reason?

CT General Statutes Section 22a-42(d) provides that the DEP waive program registration fees for one person from each town. A voucher for Segment III of the 2006 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To be eligible for fee registration, the person selected by his or her wetlands agency must include the original DEP voucher with the registration form that is sent to UConn. The prepaid voucher is not transferable and therefore participant substitution is not allowed for those registrants. For online registration use the voucher code to receive complimentary registration.

Which segment meets the agent training requirement pursuant to CT General Statute Section 22a-42a(c)(2)?

The statute requires duly authorized wetland agents to complete the DEP's comprehensive training program before the above authority can be delegated to them by their inland wetlands agency. Agents who have completed all segments of a DEP Municipal Inland Wetland Commissioners Training Program offered annually since 1997 meet this requirement. Other agents must complete all segments of this new future training program to meet this requirement.

How does one register for future training programs?

Each year a brochure containing program information and a registration form for Segment I and Segment II, as well as one voucher, are mailed to every municipal inland wetlands agency in February. A second brochure and voucher for Segment III are mailed in September.

The Municipal Inland Wetland Commissioners Training Program is presented by the Connecticut Department of Environmental Protection (DEP) Wetlands Management Section. Pursuant to the General Statutes of Connecticut Section 22a-39, the DEP is charged with developing an annual comprehensive training program for inland wetlands agency members and staff. The annual program covers a broad range of issues, encompassing the scientific, administrative and legal aspects of municipal wetlands regulation.

Who should attend?

The Municipal Inland Wetland Commissioners Training Program is intended for Connecticut's 170 municipal inland wetlands agencies. The training program is organized into three segments in order to meet the varying needs and diverse backgrounds of agency members and staff. The three segments are designed as follows:

- ▲ Segment I is tailored for new agency members and staff.
- ▲ Segment II is recommended for all agency members and staff.
- ▲ Segment III is designed for agency staff (wetland agents) and experienced agency members.

Is pre-registration required?

Due to limited enrollment, participants must pre-register. Registration is on a first-come, first-served basis with priority being given to inland wetlands agency members and staff. Registrants will receive confirmation and directions online or in the mail.

What happens if a program segment is cancelled or rescheduled?

The DEP reserves the right to cancel or reschedule the training program. Registrants will be notified at the earliest possible time and offered a different date/location. If the participant is unable to switch to a different date/location any paid registration fees will be refunded in full.

Workshop Descriptions

October/November 2006— Segment III

Connecticut's Inland Wetlands and Watercourses: *Plant Science and Identification*

Segment III is designed for municipal inland wetlands agents, enforcement officers, and experienced commission members. This all-day program will begin with a series of indoor presentations aimed at providing participants with an understanding of general plant identification, plant morphology and adaptations to the wetland condition, and wetland plant communities. The classroom portion of the program will conclude with a discussion provided by the Army Corps of Engineers on mitigation including such topics as species selection and design.

The second part of the workshop will take place in the field. We will visit a nearby wetland and concentrate on fall and winter plant identification. A 7x or 10x hand lens may be useful to bring but is not required.

Guest lecturers include: Ken Metzler, Environmental Analyst with the DEP's Environmental Geology & Natural History Survey Program; Dr. Juliaena Barrett, Consulting Ecologist; and the Army Corps of Engineers.

Segment III will be held at two different locations—Burlington, Connecticut and Storrs/Mansfield, Connecticut. At the Burlington location the classroom facility and field sites are both located at Sessions Woods Wildlife Management Area. Considerable walking will be involved to access the field site (approximately 3 miles in total). Walking will be mainly along a gravel road where the footing is smooth, however the terrain involves some short but steep hills. Some bombwalks will be utilized and a wet meadow will be explored, therefore water resistant or waterproof footwear suitable for hiking is strongly recommended.

The Storrs/Mansfield location consists of a classroom site at UConn followed by a field visit to a nearby town park. Parking is limited at the field site, therefore transportation will be provided to participants. Considerable walking will be involved (approximately 1.5 miles). Walking will be along boardwalks, open fields and narrow trails where the footing is fairly smooth and the terrain is mostly flat. Suitable hiking footwear is recommended.

Segment III will be offered on two separate dates (see registration form), and will be held rain or shine. In the case of severe weather, the afternoon field portion may be canceled. Please wear suitable footwear, dress appropriately for the weather, and remember to bring your own lunch.

Program Details

- ▲ All workshops are conducted 9:00 a.m.–4:00 p.m.
- ▲ The workshops will be held rain or shine.
- ▲ The field portion will involve walking on uneven terrain. Please wear suitable footwear and dress appropriately for the weather.
- ▲ In the case of severe weather, the afternoon field portion may be canceled.
- ▲ Due to the popularity of these programs, please cancel (by calling 877-892-0264 or 860-486-4065) if you cannot attend so that we may notify the next person on the waiting list.
- ▲ Cancellation must be received at least 48 hours prior to the start of the program for refund.
- ▲ Coffee and pastry will be provided in the morning. Remember to bring your own lunch or to be prepared to purchase one at a nearby establishment.

Registration Form

Wetlands Segment III

Fall 2006 (Term: 1068)

Please make a copy of this registration form for additional registrants.

Name _____
 Social Security # _____
(Optional: fill in, we will only use your student identification number)
 Phone: Day (____) _____
 Evening (____) _____
 Preferred Mailing Address: Home Business
 Street _____
 City _____ State _____ Zip _____
 Email _____

Please check the following as they apply to you.

- I am: An appointed/eleared member of my municipal Inland Wetlands Agency/Commission for the town _____ of _____
 The authorized municipal Inland Wetlands Agent for the town _____ of _____
 Submitting a DEP voucher for the town _____ of _____

Please let us know if you require special services due to a disability: _____

Directions to segment locations are available online (<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>) or will be mailed with enrollment confirmations.

COURSE SELECTION (Certificate Course #3333)
 All workshops will be conducted from 9:00 a.m.–4:00 p.m. with registration check-in and introductions at 8:30-9:00 a.m. Please check the date and location you wish to attend:

- Friday, October 20**
 Sessions Woods Wildlife Management Area,
 Burlington (1089)
 Wednesday, October 25
 Bishop Cottins, UConn, Storrs (1060)
 Saturday, October 28
 Bishop Center, UConn, Storrs (1091)
 Friday, November 3
 Sessions Woods Wildlife Management Area,
 Burlington (1092)

PAYMENT:

- Fee: \$59 per course section (includes luncheon and refreshments)
 DEP voucher # _____ enclosed.
 Check enclosed made payable to UConn.
 PO# _____

Credit Card:

- VISA MasterCard Discover
 Diners International
 Card Number _____
 Exp. Date _____
 Signature _____

Use our online registration system with your credit card or voucher:

Online registration: <http://continuingstudies.uconn.edu/professional/dep/wetlands.html>

Or complete this registration form, enclose payment in full or DEP voucher and mail, fax, or phone to:
 Mail: University of Connecticut, Student Service Office,
 One Bishop Circle, Unit 8056, Storrs, CT 06269-8056
 Phone: 877-892-0264 or 860-486-4065

Fax: 860-466-6272

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LIST OF PRESENTERS

SEGMENT I

Janet Brooks
Assistant Attorney General

Patricia Horgan
Assistant Attorney General

Darcy Winther
DEP Inland Water Resources
Division

Doug Emmerthal
DEP Forestry Division
Division

Steven Tessitore
DEP Inland Water Resources

David Wrinn
Assistant Attorney General

Jennifer Hockla
DEP Forestry Division

Judd White
DEP Forestry Division

SEGMENT II

Robert Gilmore
DEP Inland Water Resources
Division

Mike Marsh
U.S. Environmental Protection
Agency

Steven Tessitore
DEP Inland Water Resources
Division

Patricia Horgan
Assistant Attorney General

Kimberly Massicotte
Assistant Attorney General

Darcy Winther
DEP Inland Water Resources
Division

Scott Koschwitz
Assistant Attorney General

Matthew Schweisberg
U.S. Environmental Protection
Agency

David Wrinn
Assistant Attorney General

Stafford Madison
U.S. Environmental Protection
Agency

SEGMENT III

Juliana Barrett
Ecological Consultant

Paul Minkin
U.S. Army Corps of
Engineers

Darcy Winther
DEP Inland Water Resources
Division

Bryan Connolly
Consulting Botanist

Cori Rose
U.S. Army Corps of
Engineers

Ken Metzler
DEP Geological & Natural
History Survey Program

Steven Tessitore
DEP Inland Water Resources
Division

Appendix C2



**STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION**



**2006 MUNICIPAL INLAND WETLAND
COMMISSIONERS TRAINING PROGRAM**

SEGMENT I

**CONNECTICUT'S INLAND WETLANDS AND WATERCOURSES:
AN INTRODUCTION TO PRINCIPLES AND PRACTICES**

AGENDA

8:30 AM - 9:00 AM	Registration / Sign-in
9:00 AM - 9:15 AM	Welcome and Introduction
9:15 AM - 10:00 AM	Wetland and Watercourse Identification
10:00 AM - 10:15 AM	Break
10:15 AM - 11:45 AM	Wetlands Protection in Connecticut: Introduction to the Inland Wetlands and Watercourses Act
11:45 AM - 12:00 PM	Questions
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:50 PM	A Basic Lesson on Site Plan Review
1:50 PM - 2:00 PM	Break
2:00 PM - 2:40 PM	Wildlife Division: Functions and Values
2:40 PM - 2:45 PM	Break
2:45 PM - 3:30 PM	Forestry Division: Introduction to The Forest Practices Act and Timber Harvesting as it Relates to Wetlands
3:30 PM - 4:00 PM	Remaining Questions, Evaluation Forms, Closing Remarks

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STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
2006 MUNICIPAL INLAND WETLAND
COMMISSIONERS TRAINING PROGRAM



SEGMENT II

**CONNECTICUT'S INLAND WETLANDS AND WATERCOURSES:
LEGAL ISSUES, RESOURCE MANAGEMENT AND RELATED DISCIPLINES**

AGENDA

8:30 AM - 9:00 AM	Registration
9:00 AM - 9:15 AM	Welcome and Introduction
9:15 AM - 9:45 AM	CT DEP Wetlands Management Section: <ul style="list-style-type: none">- Inland Wetlands and Watercourses Model Municipal Regulations, Fourth Edition
9:45 AM - 10:30 AM	Office of the Attorney General: <ul style="list-style-type: none">- Review of Recent Legislative Changes to the Inland Wetlands and Watercourses Act- Review of Pending Court Cases
10:30 AM - 10:45 AM	Break
10:45 AM - 11:30 AM	Office of the Attorney General: <ul style="list-style-type: none">- Enforcement
11:30 AM - 12:00 PM	Open Question and Answer Session
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:15 PM	Overview of Afternoon
1:15 PM - 2:15 PM	U.S. Environmental Protection Agency: <ul style="list-style-type: none">- Federal Wetlands Regulatory Program (Section 404 of the Clean Water Act)
2:15 PM - 2:30 PM	Break
2:30 PM - 3:00 PM	CT DEP Environmental Analysis Section: <ul style="list-style-type: none">- Connecticut's Involvement in the Federal Wetlands Regulatory Program (401 Water Quality Certificate)
3:00 PM - 3:30 PM	CT DEP Environmental Analysis Section: <ul style="list-style-type: none">- Wetland Assessments
3:30 PM - 4:00 PM	Wrap-up and Adjourn

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**STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION**



2006 Municipal Inland Wetland Commissioners Training Program

Segment III - Burlington, CT

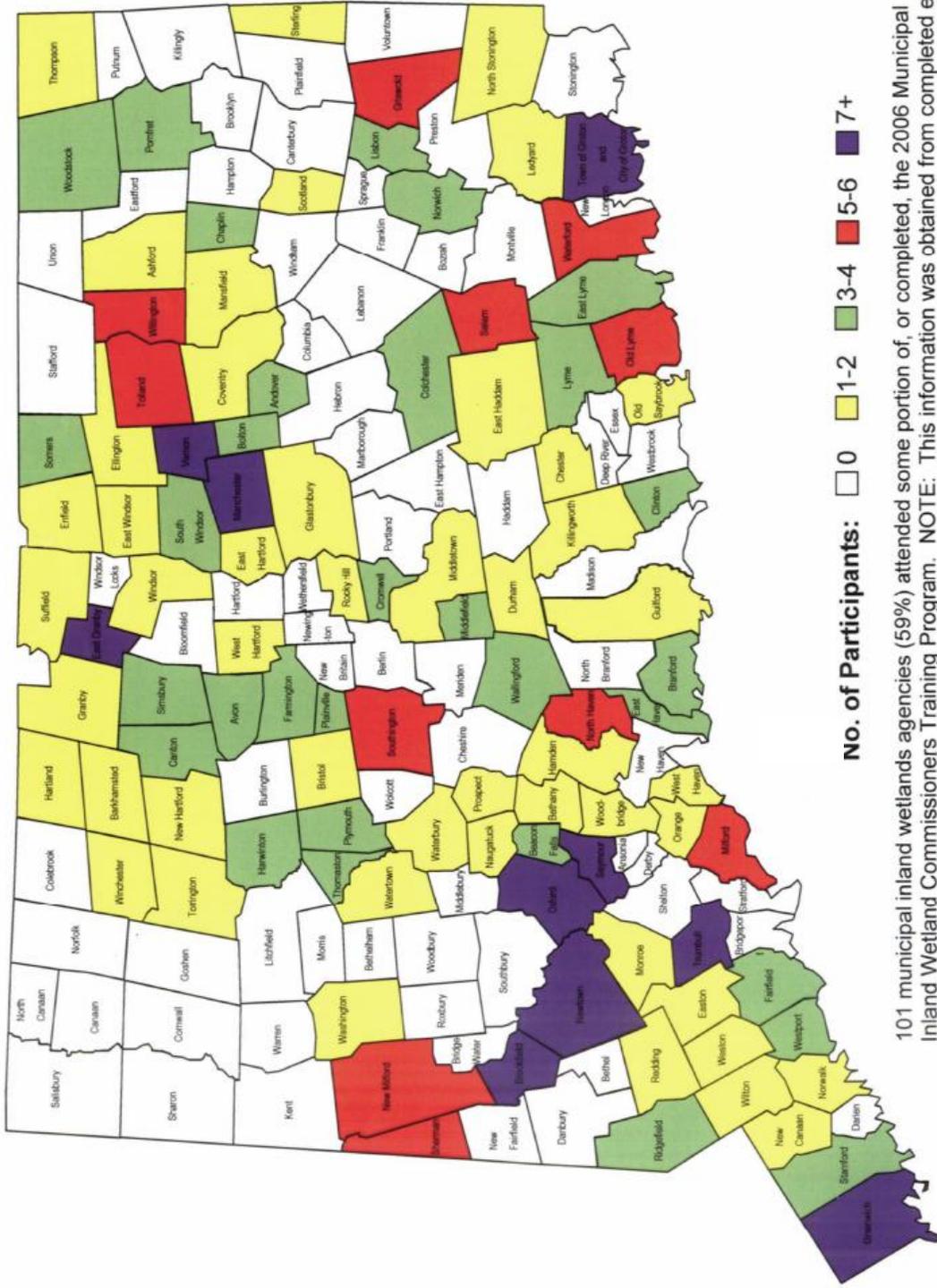
CONNECTICUT'S INLAND WETLANDS AND WATERCOURSES:
PLANT SCIENCE AND IDENTIFICATION

AGENDA

8:30 AM - 9:00 AM	Registration, Sign-in, and Coffee
9:00 AM - 9:15 AM	Welcome
9:15 AM - 9:30 AM	Connecticut's Inland Wetlands and Watercourses Act: The Role of Vegetation
9:30 AM - 10:15 AM	Plant Classification and Plant Identification
10:15 AM - 10:30 AM	Break
10:30 AM - 11:15 AM	Hydrophytes, Wetland Plant Indicator Categories, Plant Communities
11:15 AM - 12:00 PM	Vegetation in the Role of Mitigation: Army Corps of Engineers Perspective
12:00 PM - 12:15 PM	Questions and Review Afternoon Field Session
12:15 PM - 1:00 PM	Lunch
1:00 PM - 1:45 PM	Walk to Field Sites
1:45 PM - 3:15 PM	Field
3:15 PM - 3:45 PM	Return to Classroom from Field Sites
3:45 PM - 4:00 PM	Questions, Exit Questionnaires and Adjourn

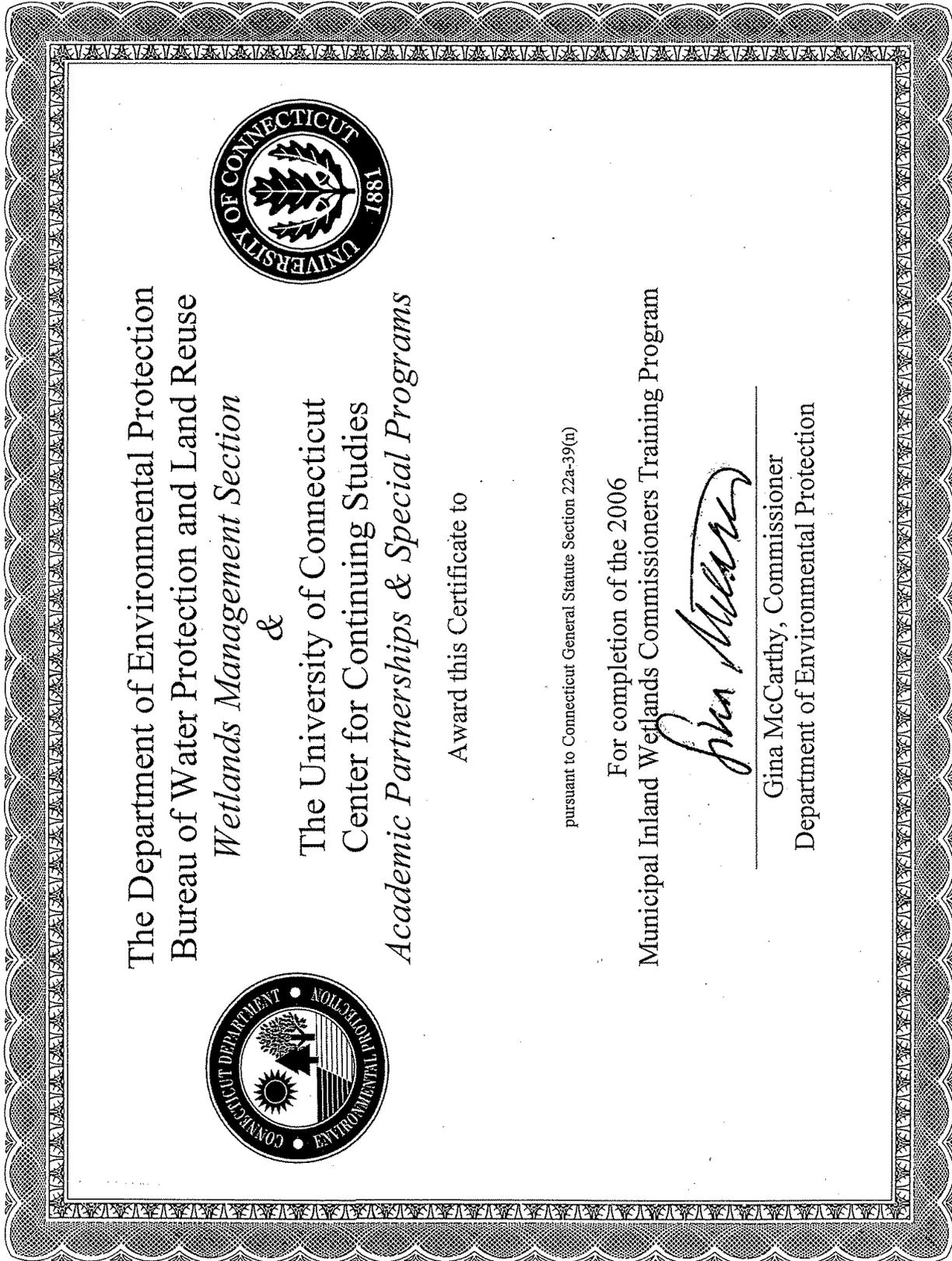
Appendix D1

MUNICIPAL ATTENDANCE 2006 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM



101 municipal inland wetlands agencies (59%) attended some portion of, or completed, the 2006 Municipal Inland Wetland Commissioners Training Program. NOTE: This information was obtained from completed exit questionnaires. Not every participant completed an exit questionnaire, not was every questionnaire completed entirely. Further, exit questionnaires did not distinguish between the City of Groton and the Town of Groton.

Appendix D2



Appendix E

Municipal Inland Wetland Commissioners Training Program
2006 DEP VOUCHER for SEGMENT III

Town/City Name: «TownName» 2006 Segment III DEP Voucher #: «TownID»«Next Record»

Participant Name: _____

Daytime Phone #: _____

PLEASE PRINT

SEE INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE
2006 DEP VOUCHER for SEGMENT III:

- ♦ This voucher (CGS Sec. 22a-42(d)) authorizes one person from each town to register free of charge for Segment III of the 2006 Municipal Inland Wetland Commissioners Training Program.
- ♦ Three options exist for registering using this voucher:
 1. Mail in this original completed voucher with a completed registration form to the University of Connecticut at the address stated on the registration form.
 2. Phone in your registration and provide to the operator the *2006 Segment III DEP Voucher #* printed on the reverse side of this voucher.
 3. Complete an on-line registration form and provide where requested the *2006 Segment III DEP Voucher #* printed on the reverse side of this voucher. For on-line registration go to the following address:
www.continuingstudies.uconn.edu
- ♦ Photocopies and faxes of this voucher will not be accepted.
- ♦ Remember to make a copy of this voucher and the registration form for your records.
- ♦ If you have any questions contact Darcy Winther, DEP Wetlands Management Section, at (860) 424-3019.

Appendix F

Services Provided by the University of Connecticut, College of Continuing Studies (CCS)

Some of the services provided by CCS included: 1) receiving telephone, FAX, mail or in-person registration; 2) accepting cash, check, money order, credit card or DEP voucher; 3) full accounting services; 4) sending via first class mail individual registration confirmations; 5) preparing periodic registration counts and rosters; 6) preparing final numerical reports and tabulating exit questionnaires; 7) personal consulting services of a Program Coordinator to assist in implementation and evaluation of the program; 8) planning and/or facilitation of food services; 9) arranging for instructional space and set-ups including on-site registration; 10) procuring participant transportation for field workshops; 11) marketing services including copy writing for brochures and certificates; and 12) long-term data management.

Services Provided by the Connecticut Department of Environmental Protection (DEP)

DEP staff handled, among other things: 1) planning and development of the annual training program, including curriculum development; 2) daily training program inquiries via phone or e-mail; 3) drafting and printing the voucher; 4) drafting and editing the program brochures; 5) two mass mailings of the voucher and program brochure to all municipal inland wetlands agencies; 6) photocopying program handouts and collating the information into packets; 7) procuring guest speakers; 8) procuring audio-visual equipment; 9) handling on-site logistics with the assistance of CCS; 10) mailing program certificates of attendance; and 11) developing annual training program reports.

Appendix G

2006 Municipal Inland Wetland Commissioners Training Program Segment Evaluation
College of Continuing Studies, Professional Studies / DEP
Thank you for taking the time to fill out this evaluation form.

Which segment are you evaluating ? (Check one only)

Segment I Segment II Segment III

Location of course (Check one only)

DEP Marine Headquarters, Old Lyme UConn Bishop Center, Storrs
 Kellog Environmental Center, Derby Downtown Hartford
 Sessions Woods, Burlington

I am attending training as

A member of my Inland Wetland commission. Town: _____
 A member of another town commission (i.e.:P&Z or conservation)
 Staff for my Inland Wetland commission. Town: _____
 Other town staff
 Other (please specify): _____

How long have you been a member of your inland wetland commission? (select one)
Please leave blank if you are not an inland wetland commission member

Less than 1 year 2 to 3 years 5 to 10 years
 1 to 2 years 3 to 5 years More than 10 years

Check one box only per question	Poor	Fair	Good	Excellent	N/A
Overall, how would rate this segment ?	<input type="checkbox"/>				
How did this segment meet your expectations/respond with your needs?	<input type="checkbox"/>				
How would you rate the material distributed in this segment?	<input type="checkbox"/>				
How would you rate speakers' knowledge about their topic?	<input type="checkbox"/>				
How would you rate speakers' preparation for courses?	<input type="checkbox"/>				
How would you rate speakers' ability to communicate clearly?	<input type="checkbox"/>				
How would you rate speakers' ability to answer questions clearly?	<input type="checkbox"/>				
How would you rate speakers' ability to encourage participation ?	<input type="checkbox"/>				
How would you rate the facility?	<input type="checkbox"/>				
How would you rate the location accessibility?	<input type="checkbox"/>				

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