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Municipal Inland Wetland Commissioners Training Program

2007 Summary Report

Inland Water Resources Division
Bureau of Water Protection & Land Reuse
www.ct.gov/dep/inlandwetlands

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Municipal Inland Wetland Commissioners Training Program

2007 Summary Report[1]

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 members[2]. The objective of the program is to provide training and guidance to municipal inland 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 2007 Municipal Inland Wetland Commissioners Training Program.

The 2007 Municipal Inland Wetland Commissioners Training Program

The 2007 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 2007. The brochure contained a registration form for both Segment I and Segment II (see Appendix B1). A second brochure was mailed to all municipal inland wetlands agencies in September 2007. The second brochure contained a more detailed Segment III program description and a registration form for that segment (see Appendix 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 identification of wetlands and watercourses with an emphasis on soil science, 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 map reading and site plan review. The Office of the Attorney General, as well as the DEP's Inland Fisheries Division and the DEP's Forestry Division, assisted with Segment I. The segment was held during March and April at four locations: DEP

[1] This report summarizes the 2007 Municipal Inland Wetland Commissioners Training Program and as such references the "DEP" or "Department of Environmental Protection". The "DEEP" or "The Department of Energy & Environmental Protection" was not established until 2011.

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

Sessions Woods Wildlife Management Area, Burlington; DEP Marine District Headquarters, Old Lyme; DEP Kellogg Environmental Center, Derby; and the Northeastern Connecticut Council of Governments, Killingly.

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. During the first half of the workshop representatives from the Office of the Attorney General provided a synopsis of the 2006 legislative amendments, an overview of pending 2007 legislation, and a discussion of relevant court cases. The program continued with an in-depth presentation on site walks. The Office of the Attorney General also provided an open question-and-answer session. The second half of the workshop introduced the DEP's Flood Management Section and provided an overview of floodplain management issues, specifically implementation of the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) in Connecticut. A lesson on reading floodplain maps and information on floodplain management assistance was also offered. The Segment II program was held during May and June at five locations: DEP Sessions Woods Wildlife Management Area, Burlington; University of Connecticut Graduate Business Learning Center, Hartford; Northeastern Connecticut Council of Governments, Killingly; DEP Franklin Wildlife Management Area, Franklin; and DEP Kellogg Environmental Center, Derby.

Segment III offered two different subject matter workshops. The first workshop was titled "*Mashantucket Pequot Tribal Nation's Environmental Management and Wetland Mitigation*". The second subject matter workshop was titled "*Vernal Pool Ecology and Monitoring*". Two different subjects were offered due to the fact that the chosen subject matter (wetland mitigation) could only be conducted on three dates, and each date could only accommodate a limited number of participants. Therefore, in order to accommodate all individuals interested in completing Segment III, a second subject matter workshop was provided.

The Mashantucket Pequot/wetland mitigation workshop was offered on three different dates in October at the Mashantucket Pequot Tribal Nation, Mashantucket, Connecticut. This all day workshop reviewed the statutory mitigation authority of Connecticut's municipal inland wetlands agencies; presented an overview of the Mashantucket Pequot Tribal Nation's environmental initiatives, focusing on stormwater management and wetland creation; and discussed the complex process of planning, implementation, monitoring and management needed to create productive wetland and watercourse ecosystems. The vernal pool workshop was offered on two different dates in October at the Connecticut Forest and Park Association, Middletown, Connecticut. This all day workshop reviewed the authority municipal inland wetlands agencies have in relation to vernal pools; presented an overview of the ecology of vernal pools, including vernal pool identification in various seasons; and discussed the Connecticut Association of Wetland Scientists Vernal Pool Monitoring Program.

Participants at Segment I, Segment II, and Segment III were provided with a corresponding 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 Connecticut 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 contains a list of presenters for the 2007 Municipal Inland Wetland Commissioners Training Program. Appendices C2 through C5 consist of the agendas for each of the training program segments.

Training Program Registration and Voucher Usage

Table 1 below summarizes the registrations received for the 2007 Municipal Inland Wetland Commissioners Training Program. As indicated, a grand total of 522 participants registered for

the 2007 training program. These participants represented 114 towns (see Appendix D1); however, such town representation accounted for only 67% of Connecticut's municipal inland wetlands agencies.

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 (See Appendix D2) 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. Participant substitution of the voucher was allowed on a case-by-case basis. It is interesting to note that just over half (52%) of the registered participants paid to attend some portion of the training program. Many towns, in addition to using the voucher, paid for extra participants to attend one or all of the training program segments.

Table 1. *Participant Registration 2007 Training Program*

2007 Municipal Inland Wetland Commissioners Training Program	Total # of Registered Participants	# of Registered Voucher Participants	# of Registered Paying Participants
Segment I	147	75	72
Segment II	187	91	96
Segment III	188	87	101
TOTAL	**522**	**253**	**269**

Participant Attendance and Certificate of Completion

The 2007 Municipal Inland Wetland Commissioners Training Program received 522 program registrations. As with any training program, registered participants may not attend due to family, work or other issues. Therefore it is important to note that of the 522 total registered participants, 451 participants actually attended the training program. Of the 451 attending participants, 135 attended Segment I, 146 attended Segment II, and 170 attended Segment III. It is important to note that if a person registered for more than one segment, they would be counted as more than one participant (i.e.: person registered for Segment I and Segment II would be counted as two participants). For that reason it is interesting to observe that there were 267 individuals who attended the 2007 training program. Of these individuals, 74 completed all three segments. Hence 74 certificates of completion pursuant to CGS Section 22a-39(n) were issued upon conclusion of the 2007 training program. (Appendix E shows a sample of the certificate.)

Administrative and Financial Summary

In order to conduct the 2007 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-five dollars per person per segment would cover the services provided by the CCS. Note

that this cost does not include expenses 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-five dollars per voucher. Therefore, the DEP established a registration fee of fifty-five dollars per segment. The one exception was that the DEP established a registration fee of sixty-five dollars for the Segment III Mashantucket Pequot/wetland mitigation workshop as that program included a lunch coupon. Charging an additional twenty 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 2007 Municipal Inland Wetland Commissioners Training Program included the DEP Wetlands Penalty Account (CGS Section 22a-44(b)) and a U.S. Environmental Protection Agency Wetland Program Development Grant.

Table 2 below shows the breakdown of the CCS costs incurred for the 2007 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 registered participants, as opposed to the number of participants that truly attended the program, 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 2007 training program; the DEP would have had to charge a registration fee of $140.00 per segment to each of the registered paying participants.

Table 2. *Participant Registration Financial Summary 2007 Training Program*

2007 Municipal Inland Wetland Commissioners Training Program	Segment I	Segment II	Segment III	**TOTAL**
Total # of Registered Participants	147	187	188	**522**
# of Registered Voucher Participants	75	91	87	**253**
# of Registered Paying Participants	72	96	(46 / 55) 101	**269**
Registration Fee	$55.00	$55.00	$55.00 / $65.00	-
CCS Cost based on $35.00 per Registered Participant	$5,145.00	$6,545.00	$6,580.00	**$18,270.00**
Total Receipts from Registered Paying Participants[a]	$3,960.00	$5,280.00	($2,530.00 + $3,575.00) $6,105.00	**$15,345.00**
Participant Registration Costs Subsidized by DEP	$1,185.00	$1,265.00	$475.00	**$2,925.00**
Other CCS Expenses[b]	$3,990.61	$3,990.61	$11,290.32	**$19,271.54**
Balance DEP Paid to CCS	$5,175.61	$5,255.61	$11,765.32	**$22,196.54**[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 2007 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 if 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 120 questionnaires for Segment I, 121 questionnaires for Segment II, and 169 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. 2007 Training Program: Participant Category*

2007 Municipal Inland Wetland Commissioners Training Program	Commissioner	Staff	Other / Did Not Indicate
Segment I	84	28	8
Segment II	75	43	3
Segment III	88	66	15

*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 60% of responding participants felt the 2007 training program was excellent, and 36% felt the program was good - a score of good or higher by 96% of attendees.

Table 4. 2007 Training Program: Overall Quality*

2007 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment I	53	26	4	0
Segment II	51	66	4	0
Segment III	120	42	7	0
TOTAL	**224**	**134**	**15**	**0**

*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 95% of the responding participants felt that the 2007 training program was excellent or good at meeting expectations and needs.

Table 5. 2007 Training Program: Responding to Participant Needs*

2007 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment I	76	40	4	0
Segment II	40	72	9	0
Segment III	104	56	9	0
TOTAL	**220**	**168**	**22**	**0**

*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 2007 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 and staff. Of the exit questionnaires that were completed 70% of Segment I attendees indicated they were members of their municipal inland wetlands agency while 23% indicated they were staff for the agency. Further, 77% of participants indicated they had been with their inland wetlands agency two years or less (Table 6 below).

***Table 6.** 2007 Training Program: Years as a Commission Member/Staff*

2007 Municipal Inland Wetland Commissioners Training Program	Less than 1 year	1 – 2 years	3 – 4 years	5 -10 years	More than 10 years	Total
Segment I	58	34	9	9	10	120

On average from 2004 through 2006, 56% of Segment I participants indicated they had been with their agency two years or less. The 2007 training program clearly surpasses the average. It appears that the Segment I training program is continuing to reach the population it is intended for, specifically, the new agency member or staff person. The increase in "new" attendees may also be due to the fact that a new training location/facility was used. At the request of a Connecticut legislator, DEP staff searched and found a training location in the north-east corner of the state; the Northeastern Connecticut Council of Governments in Killingly. Consequently, attendance from towns in the north-east corner of the State increased (see Appendix D1). The Killingly location was well attended and the facility suited the training needs of DEP staff, therefore it was recommended that Segment I be offered at this location during the 2008 training year. Further, DEP staff recommended that the Segment I format be maintained, and that it continue to be offered at four different locations/dates.

Segment II was designed to provide all agency members and staff with information on new legislation, new case law, and a technical wetland related subject. Since Segment II provides municipal inland wetlands agencies with annual updates, DEP staff strongly recommends that at least one member of an agency, or the agency's staff, attend Segment II. Registrations for the 2007 Segment II program increased slightly compared to the 2006 Segment II program. Of the individuals that attended, registration forms indicated that 62% of attendees were inland wetlands agency members and 37% were inland wetlands agency staff. Further, 55% of attendees indicated they were with their commission less than two years while 45% of attendees indicated they were with their commission three years or more. While Segment II continues to attract a wide array of commission members and staff, it appears that the segment is attracting newer commission members and staff seeking to complete the entire three segment annual training program.

The 2007 Segment II program was offered at two new locations, the Northeastern Connecticut Council of Governments in Killingly, and the DEP Franklin Wildlife Management Area in Franklin. The killingly location, as noted previously, attracted individuals from the north-east corner of the state. DEP staff recommended continuing to use this location for future Segment 2 workshops. The Franklin site, while well located and attended, had a few impediments which prevented DEP staff from conducting an effective workshop. First, it lacked appropriate bathroom facilities to accommodate a large number of participants for the entire day. Second, due to a bad rainstorm event, the facility temporarily lost power and it was difficult to obtain building assistance to restore the power. As a result of these issues, the Segment 2 program in Franklin had to end early in the day and was not able to offer two presentations. All participants were provided credit for completing the entire Segment 2 workshop. Due to the consistent registrations over the past few years DEP staff recommended that Segment II maintain the five dates/locations offering during the 2008 training year, and include Killingly as one such location. Further, DEP staff recommended continuing to collect email addresses through the registration process. This enables a Segment II reminder notice to be sent to registered participants, ensuring program attendance. In past years this has proven to be an effective way to encourage participants to attend Segment II, or to cancel in a timely manner so that wait listed individuals may have a chance to participate.

Segment III was tailored for municipal staff and experienced agency members, and consisted of two technical field workshops. One workshop discussed the Mashantucket Pequot Tribal Nation's environmental management and wetland mitigation, and the second workshop reviewed vernal pool ecology and monitoring. Two different workshops were offered due to the fact that the chosen subject matter (Mashantucket Pequot/wetland mitigation) could only be conducted on three dates. Therefore, to accommodate all interested training program participants, especially those seeking a certificate of program completion; a second subject matter (vernal pools) was presented. Both workshops received high marks. Based on completed Segment III registration forms, 52% of the registrants indicated they were agency members and 39% of the registrants indicated they were municipal inland wetlands agency staff. As expected, Segment III attracted the largest percentage of staff compared to the other three 2007 segments. Of all the participants, 34% had been with their commission two years or less, confirming that Segment III attracts experienced commission members and staff, as intended. DEP staff recommended continuing to offer Segment III on four or five different dates, depending on subject matter and field location availability, during the 2008 training program; and to continue to vary the subject matter offered each year. However, due to the challenging process and logistics of conducting two separate Segment III subject workshops, DEP staff recommended future Segment III programs present only one subject matter. Finally, 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 2007 Municipal Inland Wetland Commissioners Training Program continued to be well attended, particularly by new commission members. The five year

average (2003 through 2007) for total participant registrations in an annual training program is 503. The 2007 training program exceeded that average with 522 total registrants. Further, while the certificate of program completion has no professional designation associated with it, and simply indicates that a person has made the effort to complete all three segments in a particular calendar year, it appears the certificate carries more weight as towns are requiring staff to obtain such certificate and as new members are seeking it for their personal file. Finally, costs for developing and implementing the Municipal Inland Wetland Commissioners Training Program continue to rise annually. The balance DEP has paid to CCS has increased on average by approximately $3,500.00 since 2003. Although the balance DEP will pay to CCS in 2008 is expected to be approximately $25,500.00, DEP staff recommended keeping program fees at $55.00 per segment during the 2008 training program. This was recommended to maintain attendance in the program, and due to the fact that Segment III costs are expected to decrease with the offering of only one subject matter workshop. DEP staff will continue to evaluate program costs; both DEP in-kind service costs and those associated with CCS, and may need to raise program fees in either 2009 or 2010.

The DEP anticipates that the three-segment approach to training, with the incorporation of annual recommendations, will enable the Department to continue to provide a successful training program. Additional comments and suggestions are welcome as the DEP continues to strive to provide a modern, 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

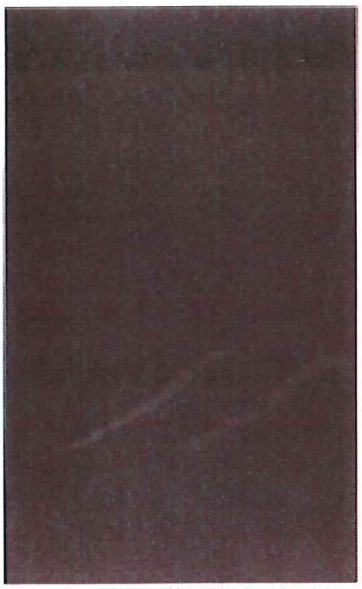
designed to provide a consistent program format in which annual changes to the IWWA can be presented each year.

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 DEP staff decided to offer the entire three segment training program 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 2007 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



2007 Municipal Inland Wetland Commissioners Training Program

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Center for Continuing Studies

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State of Connecticut
Department of Environmental Protection
79 Elm Street, Hartford CT 06106-5127
Gina McCarthy, Commissioner
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The 2007 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.

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.

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 877-892-6264 or 860-486-4905.

Are program registration fees waived for any reason?

CT General Statute Section 22a-42(d) provides that the DEP waive program registration fees for one person from each town. A voucher for Segments I and II of the 2007 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 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 1995 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 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. Online registration is also available.

Workshop Descriptions

March/April 2007 - Segment I

Connecticut's Inland Wetlands and Watercourses: *An Introduction to Principles and Practices*

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 a lesson on wetland soils, 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.

May/June 2007 - Segment II

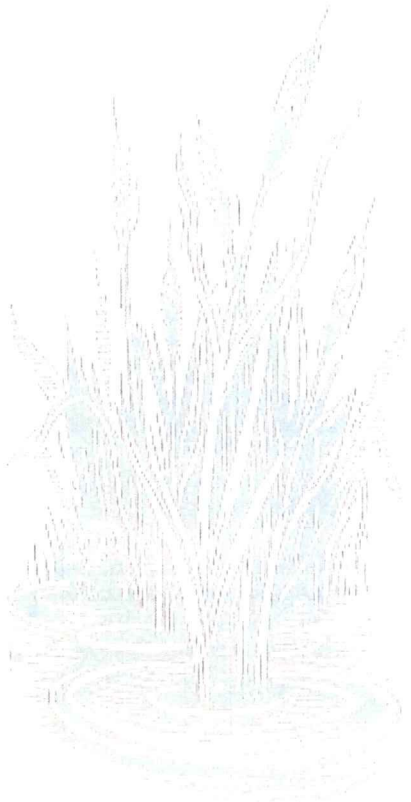
Connecticut's Inland Wetlands and Watercourses: *Legal Issues, Resource Management and Related Disciplines*

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 synopsis of the 2006 legislative amendments, an overview of any pending 2007 legislation, and a discussion of relevant court cases. The program will continue with an in-depth presentation on site walks. The Office of the Attorney General will also provide an open question-and-answer session. During the second half of the workshop staff of the DEP's Flood Management Section will provide an overview of floodplain management issues, specifically implementation of the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) in Connecticut. Discussion will highlight the relationship between wetlands agency floodplain jurisdiction and FEMA floodplain jurisdiction. A lesson on reading floodplain maps and information on floodplain management assistance will also be provided.

October 2007 - 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.



Registration Form Wetlands | ***Segments I and II*** **Spring/Summer 2007**

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

Name_____
(Name as it will appear on your certificate, if applicable.)

Social Security #_____
(Optional: will be used only as 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/elected 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 confirmation.

Certificate Group # 3306

Segment I, Term 1073

❑ Saturday, March 24, Sessions Woods WMA, Burlington, (S101) 9:00 AM – 4:00 PM

❑ Wednesday, March 28, DEP Marine Headquarters, Old Lyme, (S102) 9:00 AM – 4:00 PM

❑ Monday, April 2 & Wednesday, April 4, Kellogg Environmental Center, Derby, (S103) 6:30 PM – 9:30 PM

❑ Saturday, April 14, Northeastern Connecticut Council of Governments, Dayville, (S104) 9:00 AM – 4:00 PM

Segment II, Term 1075

❑ Saturday, May 19, Sessions Woods WMA, Burlington, (S201) 9:00 AM – 4:00 PM

❑ Tuesday, May 22 & Thursday May 24, UConn Graduate Business Learning Center, Hartford (S202) 6:30 PM – 9:30 PM

❑ Wednesday, June 6, Northeastern Connecticut Council of Governments, Dayville, (S203) 9:00 AM – 4:00 PM

❑ Saturday, June 9, Franklin WMA, Franklin, (S204) 9:00 AM – 4:00 PM

❑ Wednesday, June 13, Kellogg Environmental Center, Derby, (S205) 9:00 AM – 4:00 PM

Fee: $55 per course section
(includes handouts and refreshments)

❑ DEP voucher #_____enclosed.
❑ Check enclosed made payable to UConn.
❑ PO#_____
❑ VISA ❑ MasterCard ❑ Discover
❑ Diners International

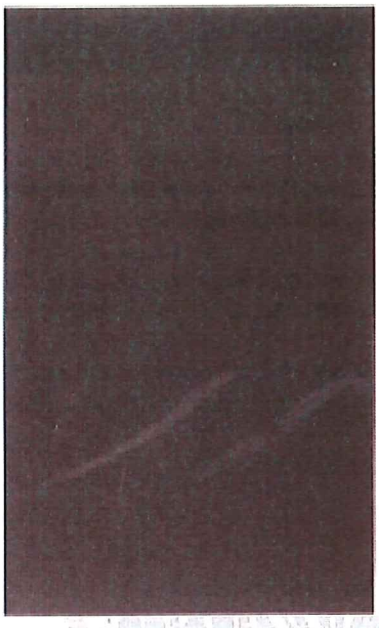
Card Number_____

Exp. Date_____

_____
Signature

Mail: *University of Connecticut, Student Services Office, One Bishop Circle, Unit 4056, Storrs, CT 06269-4056*
Online registration: *http://continuingstudies.uconn.edu/professional/dep/wetlands.html*
Phone: *877-892-6264 or 860-486-4905; **Fax:** 860-486-0272*

Appendix B2



2007 Municipal Inland Wetland Commissioners Training Program: Segment III

University of Connecticut
Center for Continuing Studies

Visit us online at
continuingstudies.uconn.edu

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

The 2007 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.

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.

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 877-892-6264 or 860-486-4905.

Are program registration fees waived for any reason?

CT General Statute 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 2007 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 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 1995 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 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. Online registration is also available.

Important Program Details

- Choose only ONE workshop topic and date when registering for Segment III.
- Workshops will be held rain or shine. In the case of severe weather, the afternoon field portion may be canceled.
- Due to workshop class size and field constraints pre-registration is required, no walk-in registrations allowed.
- If you cannot attend please cancel by calling 877-892-6264 or 860-486-4905. Cancellation must be received at least 48 hours prior to the start of the program for a refund.
- If registering for the wetland mitigation workshop a $12.00 lunch voucher will be provided for use in the classroom facility's cafeteria.
- If registering for the vernal pool workshop please remember to bring your own lunch or be prepared to purchase one at a near-by establishment.
- Water resistant or waterproof footwear is recommended.

Workshop Descriptions

Mashantucket Pequot Tribal Nation's Environmental Management and Wetland Mitigation

Connecticut's Inland Wetlands and Watercourses Act declares it is the public policy of the State to require municipal regulation of activities affecting wetlands and watercourses. When reviewing regulated activities, municipalities may consider mitigation measures that can be placed as a condition of issuing a permit for the activity. Such measures include actions that restore, enhance and create productive wetland or watercourse resources.

Mitigation is a significant tool in the protection, preservation, maintenance, and use of Connecticut's inland wetlands and watercourses. State, municipal and tribal institutions play an important role in implementing this essential tool. The Mashantucket Pequot Tribal Nation located within Connecticut has undertaken and continues to accomplish wetland and watercourse mitigation projects in conjunction with the development and management of their lands.

This Segment, to be held at the Mashantucket Pequot Museum and Research Center, will review the mitigation authority that Connecticut's municipal inland wetlands agencies have been given; will present an overview of the Mashantucket Pequot Tribal Nation's environmental initiatives, focusing on stormwater management and wetland creation; and will discuss the complex process of planning, implementation, monitoring and management needed to create productive wetland and watercourse ecosystems.

Vernal Pool Ecology and Monitoring

Vernal pools in Connecticut are considered watercourses under the Connecticut Inland Wetlands and Watercourses Act. The Act provides a definition of watercourse that uses common colloquial terms such as rivers, ponds and swamps; and includes natural and artificial bodies of water, as well as vernal and intermittent bodies of water. Consequently, this definition includes vernal bodies of water known as "vernal pools."

Ecologically speaking, the term vernal pool can be defined in a number of ways. These definitions reflect the temporary nature of the pool and the organisms that use the pool for breeding and development.

This Segment, to be held at the Connecticut Forest and Park Association in Middletown, will review the authority Connecticut's municipal inland wetlands agencies have in relation to these unique habitats; will present an overview of the ecology of vernal pools, including vernal pool identification in various seasons; and will discuss the current Connecticut Association of Wetland Scientists Vernal Pool Monitoring Program. Hank Gruner, Acting Museum Director, The Children's Museum; and Ed Pawlak, Principal, Connecticut Ecosystems LLC, will be assisting with this workshop.

Registration Form **Wetlands** ***Segment III*** **Fall 2007**

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

Name_____
(Name as it will appear on your certificate, if applicable.)

Social Security #_____
(Optional: will be used only as 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/elected 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 confirmation.

Certificate Group # 3306

CHOOSE ONLY ONE SESSION:

Mashantucket Pequot Tribal Nation's Environmental Management and Wetland Mitigation
XPV 112 01
Sessions held at: Mashantucket Pequot Museum, 110 Pequot Trail, Mashantucket, CT
Time: 9:00AM – 4:00PM
Fee: $65.00 per course session (includes handouts, morning refreshments, and lunch voucher)

❑ Saturday, October 13th (S301)
❑ Wednesday, October 17th (S302)
❑ Wednesday, October 24th (S303)

Vernal Pool Ecology and Monitoring
XPV 112 02
Sessions held at: the Connecticut Forest and Park Association, 16 Meriden Road, Middletown, CT
Time: 9:00AM – 4:00PM
Fee: $55.00 per course section (includes handouts and morning refreshments)

❑ Wednesday, October 10th (S304)
❑ Monday, October 29th (S305)

METHOD OF PAYMENT:

❑ DEP voucher #_____enclosed.
❑ Check enclosed made payable to UConn.
❑ PO#_____
❑ VISA ❑ MasterCard ❑ Discover
❑ Diners International

Card Number_____

Exp. Date_____

_____
Signature

REGISTRATION OPTIONS:

Online registration:
http://continuingstudies.uconn.edu/professional/dep/wetlands.html
Fax: *860-486-0272*
Mail: *University of Connecticut, Student Services Office, One Bishop Circle, Unit 4056, Storrs, CT 06269-4056*
Phone: *877-892-6264 or 860-486-4905*

Appendix C1

LIST OF PRESENTERS

SEGMENT I

Doug Emmerthal
DEP Forestry Division

Jennifer Hockla
DEP Forestry Division

Patricia Horgan
Assistant Attorney General

Scott Koschwitz
Assistant Attorney General

Brian Murphy
DEP Inland Fisheries Division

Don Mysling
DEP Inland Fisheries Division

Steven Tessitore
DEP Inland Water Resources Division

Judd White
DEP Forestry Division

Darcy Winther
DEP Inland Water Resources Division

David Wrinn
Assistant Attorney General

SEGMENT II

Arthur Christian II, P.E.
DEP Inland Water Resources Division

Patricia Horgan
Assistant Attorney General

Diane Ifkovic
DEP Inland Water Resources Division

Scott Koschwitz
Assistant Attorney General

Karen Michaels
DEP Inland Water Resources Division

Steven Tessitore
DEP Inland Water Resources Division

Darcy Winther
DEP Inland Water Resources Division

David Wrinn
Assistant Attorney General

SEGMENT III

<u>Mashantucket Pequot Tribal Nation's Environmental Management and Wetland Mitigation</u>

Robert Birmingham
Mashantucket Pequot Tribal Nation

Mike Bolan
Mashantucket Pequot Tribal Nation

Kevin Geary
Mashantucket Pequot Tribal Nation

Richard Snarski
New England Environmental Services

Steven Tessitore
DEP Inland Water Resources Division

Darcy Winther
DEP Inland Water Resources Division

<u>Vernal Pool Ecology and Monitoring</u>

Hank Gruner
The Connecticut Science Center

Edward Pawlak
Connecticut Ecosystems LLC

Steven Tessitore
DEP Inland Water Resources Division

Darcy Winther
DEP Inland Water Resources Division

Appendix C2

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

2007 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 - 1:10 PM	Overview of Afternoon
1:10 PM - 2:00 PM	Inland Fisheries Division: Functions and Values
2:00 PM - 2:10 PM	Break
2:10 PM - 3:00 PM	Forestry Division: Introduction to The Forest Practices Act and Timber Harvesting as it Relates to Wetlands
3:00 PM - 3:05 PM	Break
3:05 PM - 3:45 PM	A Basic Lesson on Site Plan Review
3:45 PM - 4:00 PM	Remaining Questions, Evaluation Forms, Closing Remarks

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Appendix C3

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

2007 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 - 9:50 AM	Office of the Attorney General: Review of Recent Legislative Changes to the Inland Wetlands and Watercourses Act · 2006 Legislation: PA 06-53, PA 06-80, PA 06-89 · 2007 Legislation
9:50 AM - 10:00 AM	Office of the Attorney General: CT Practice Book Rule
10:00 AM - 10:30 AM	Office of the Attorney General: Review of Court Cases · Supreme Court · Appellate Court · Superior Court Subjects To Be Aware Of
10:30 AM - 10:45 AM	Break
10:45 AM - 11:30 AM	Office of the Attorney General: Site Walks
11:30 AM - 12:00 PM	Open Question and Answer Session
12:00 PM - 12:15 PM	Morning Wrap-up
12:15 PM - 1:15 PM	Lunch
1:15 PM - 1:30 PM	The National Flood Insurance Program and its Relationship to Municipal Inland Wetlands Agencies
1:30 PM - 2:00 PM	The National Flood Insurance Program (NFIP): Overview
2:00 PM - 2:10 PM	Break
2:10 PM - 3:00 PM	The National Flood Insurance Program (NFIP): Mapping and Standards
3:00 PM - 3:30 PM	Questions and Program Wrap-up
3:30 PM	Adjourn

Appendix C4

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Municipal Inland Wetland Commissioners Training Program

Segment III - October 2007

Mashantucket Pequot Tribal Nation's Environmental Management and Wetland Mitigation

AGENDA

8:30 AM - 9:00 AM	Registration / Sign-in and Coffee
9:00 AM - 9:15 AM	Welcome
9:15 AM - 9:45 AM	Connecticut's Inland Wetlands and Watercourses Act: Mitigation Authority
9:45 AM - 10:30 AM	Mashantucket Pequot Tribal Nation: Overview of Environmental Initiatives
10:30 AM - 10:45 AM	Break
10:45 AM - 11:30 AM	Mashantucket Pequot Tribal Nation: Wetland Creation
11:30 AM - 11:45 AM	Questions and Review Afternoon Field Session
11:45 AM - 12:45 PM	Lunch
12:45 PM - 1:00 PM	Board Bus and Travel to First Field Site
1:00 PM - 3:30 PM	Field
3:30 PM - 4:00 PM	Questions, Exit Questionnaires and Adjourn

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Appendix C5

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Municipal Inland Wetland Commissioners Training Program

Segment III - October 2007

Vernal Pool Ecology and Monitoring

AGENDA

8:30 AM - 9:00 AM	Registration / Sign-in, and Coffee
9:00 AM - 9:15 AM	Welcome
9:15 AM - 9:45 AM	Connecticut's Inland Wetlands and Watercourses Act: Authority Over Vernal Watercourses
9:45 AM - 10:30 AM	Vernal Pool Ecology and Identification
10:30 AM - 10:45 AM	Break
10:45 AM - 11:30 AM	Vernal Pool Monitoring
11:30 AM - 11:45 AM	Questions and Overview of Afternoon Field Session
11:45 AM - 12:45 PM	Lunch
12:45 PM - 1:15 PM	Gather in Classroom and Discuss Field Sites
1:15 PM – 2:30 PM	Field
2:30 PM - 3:15 PM	Gather in Classroom for Final Discussion Wrap-up
3:15 PM – 3:30 PM	Final Questions, Exit Questionnaire and Adjourn

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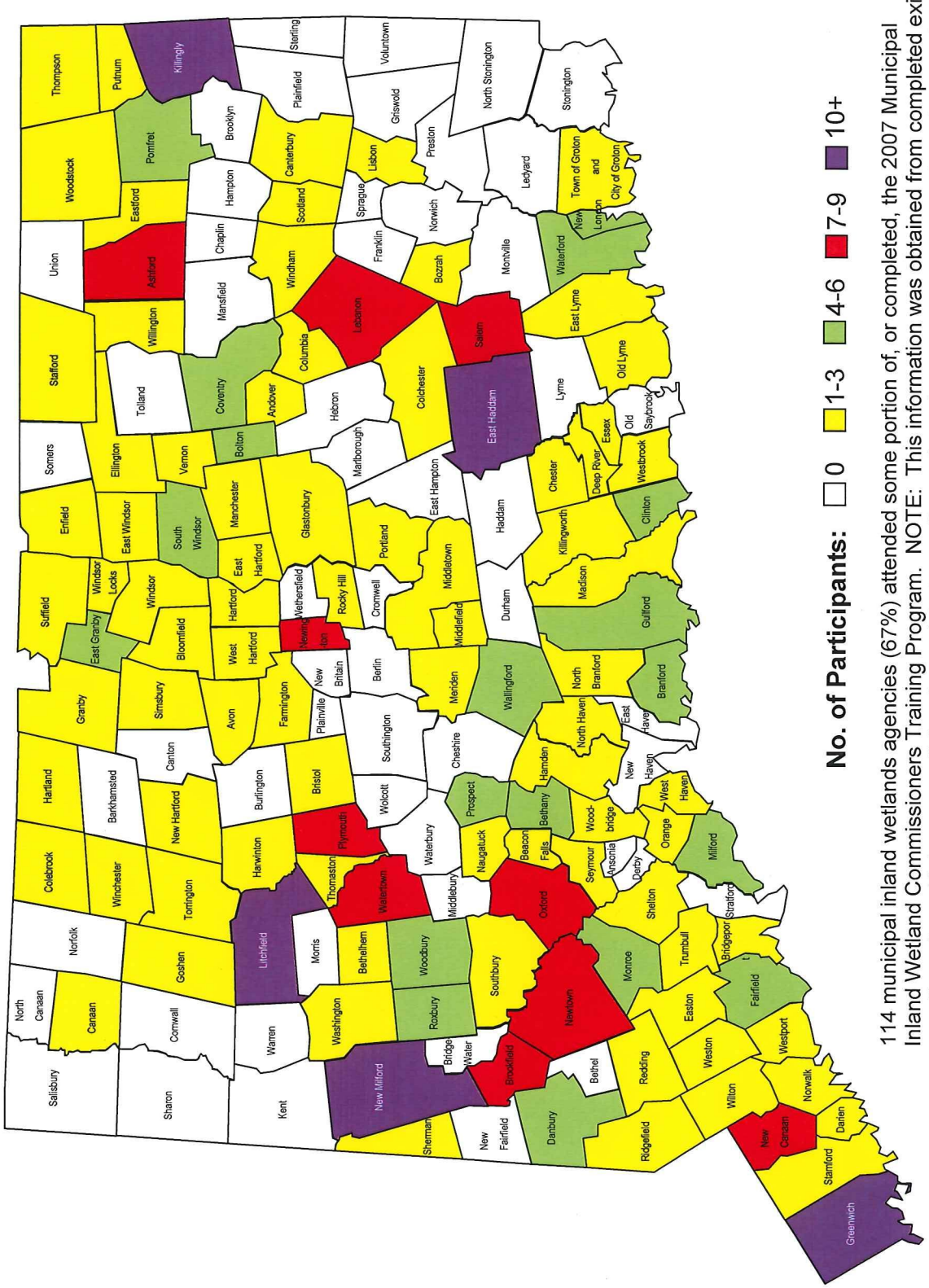
Appendix D1

PARTICIPANTS BY MUNICIPALITY

2007 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM



114 municipal inland wetlands agencies (67%) attended some portion of, or completed, the 2007 Municipal Inland Wetland Commissioners Training Program. NOTE: This information was obtained from completed exit questionnaires. Not every participant completed an exit questionnaire, nor was every questionnaire completed entirely. Further, exit questionnaires did not distinguish between the City of Groton and the Town of Groton.

Appendix D2

Side 1

Municipal Inland Wetland Commissioners Training Program

2007 DEP VOUCHER for SEGMENT III

Town/City Name: «TownName» **2007 Segment III DEP Voucher #:** «TownID»

Participant Name: _____

Daytime Phone #: _____

PLEASE PRINT

SEE INSTRUCTIONS ON REVERSE SIDE

Side 2

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE 2007 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 2007 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 *2007 Segment III DEP Voucher #* printed on the reverse side of this voucher.
  3. Complete an on-line registration form and provide where requested the *2007 Segment III DEP Voucher #* printed on the reverse side of this voucher. For on-line registration go to the following address: http://www.continuingstudies.uconn.edu/professional/dep/wetlands.html
- 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 E

The Department of Environmental Protection
Bureau of Water Protection and Land Reuse
Wetlands Management Section
&
The University of Connecticut
Center for Continuing Studies
Academic Partnerships & Special Programs

Award this Certificate to

pursuant to Connecticut General Statute Section 22a-39(n)

For completion of the 2007
Municipal Inland Wetland Commissioners Training Program

Gina McCarthy, Commissioner
Department of Environmental Protection

Appendix F

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

Services provided by CCS included, but were not limited to: 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 text 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

2007 Municipal Inland Wetland Commissioners Training Program Segment Evaluation
Center for Continuing Studies, Academic Partnerships & Special Programs / DEP
Thank you for taking the time to fill out this evaluation form.

Which segment are you evaluating ? (Select one)

☐ Segment I ☐ Segment II ☐ Segment III

Date:

How long have you been a member of your inland wetland commission?

- ☐ Less than 1 year
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 10 years
- ☐ More than 10 years

Location of Course

- ☐ Burlington - Sessions Woods
- ☐ Derby - Kellog Environmental Center
- ☐ Downtown Hartford
- ☐ Old Lyme - DEP Marine Headquarters
- ☐ Storrs - UConn Bishop Center
- ☐ Other: _____

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): _____

	Excellent	Good	Fair	Poor	N/A
Overall, how would rate this segment ?	☐	☐	☐	☐	☐
How did this segment meet your expectations/correspond with your needs?	☐	☐	☐	☐	☐
How would you rate the materials distributed in this segment?	☐	☐	☐	☐	☐
How would you rate speakers' knowledge about their topics?	☐	☐	☐	☐	☐
How would you rate speakers' preparation for courses?	☐	☐	☐	☐	☐
How would you rate speakers' ability to communicate clearly?	☐	☐	☐	☐	☐
How would you rate speakers' ability to answer questions clearly?	☐	☐	☐	☐	☐
How would you rate speakers' ability to encourage participation?	☐	☐	☐	☐	☐
How would you rate the facility?	☐	☐	☐	☐	☐
How would you rate the location accessibility?	☐	☐	☐	☐	☐

What additional topics / education programs would you like us to offer?

Additional Comments:

Page 1 Booklet 5 eListen Deployment INQ-20070516162204-1032878118