



STATE OF CONNECTICUT
DEPARTMENT OF
ENVIRONMENTAL PROTECTION
79 Elm Street
Hartford, CT 06106-5127

Daniel C. Esty, Commissioner

Municipal Inland Wetland Commissioners Training Program

2010 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

2010 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 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 2010 Municipal Inland Wetland Commissioners Training Program.

The 2010 Municipal Inland Wetland Commissioners Training Program

The 2010 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 2010. The brochure contained a registration form for both Segment 1 and Segment 2 (see Appendix B1). A second brochure was mailed to all municipal inland wetlands agencies in September 2010. The second brochure contained a more detailed Segment 3 program description and a registration form for that segment (see Appendix B2).

Program Format and Content

Segment 1 was titled "Connecticut's Inland Wetlands and Watercourses: *A Primer for New Inland Wetlands Agency Members and Staff*", 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, 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, assisted with Segment 1. The segment was held during March and April at four locations: University of Connecticut campus, Torrington; Northeastern Connecticut Council of

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

Governments, Killingly; DEP Marine District Headquarters, Old Lyme; and DEP Kellogg Environmental Center, Derby.

Segment 2 was titled "Connecticut's Inland Wetlands and Watercourses: *A Legal, Administrative, and Resource Management Update*". This advanced segment was recommended for all agency members and staff. DEP Wetlands Management Section staff provided a synopsis of the 2010 legislative session. This was followed by representatives from the Office of the Attorney General presenting an examination of recent court cases and associated case law. A number of issues associated with the court cases were discussed including, but not limited to, the conditioning of permits, the factors to consider when regulating activities outside of wetlands and watercourses which may have an effect on such resources, and enforcement as it relates to agricultural operations and uses. The Office of the Attorney General concluded with a half-hour open question and answer session. The second half of Segment 2 focused on two wetland related topics, the application of pesticides in aquatic resources and the management of endangered species. The Segment 2 program was held during May and June at five locations: Northeastern Connecticut Council of Governments, Killingly; University of Connecticut campus, Torrington; University of Connecticut Graduate Business Learning Center, Hartford; Lapham Community Center, New Canaan; and DEP Marine District Headquarters, Old Lyme.

Segment 3 was titled "Connecticut's Inland Wetlands and Watercourses: *Geospatial Data and Geographic Information System (GIS)*". This all-day program provided participants with an introduction to the rapidly expanding world of geospatial data and geographic information systems (GIS), including aerial photography and remotely sensed imagery. The program was conducted in a computer lab classroom and began with an introduction to geospatial data and the science behind GIS. Discussion and hands-on activities to learn how to use Connecticut Environmental Conditions Online (CTECO) followed. A lecture on the importance of municipal parcel data including a demonstration of a GIS visualization tool that can help inland wetlands agencies and staff understand and simulate land-use change in three dimensions, and a lecture on aquatic invasive species in Connecticut's lakes and ponds and demonstrating how GIS can improve early detection and allow a rapid response, closed Segment 3. The program was held in October and November at four locations: Quinebaug Valley Community College, Danielson; Housatonic Community College, Bridgeport; University of Connecticut campus, Torrington; and the University of Connecticut Graduate Business Learning Center, Hartford.

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 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 2010 Municipal Inland Wetland Commissioners Training Program. Appendices C2 through C4 consist of the agendas for each of the training program segments.

Training Program Registrations and Voucher Usage

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 D1) along with the program brochure to each municipal inland wetlands agency in February. The voucher allowed one person from each town to attend Segment 1 and Segment 2 at no cost. The DEP mailed a second voucher for

Segment 3, along with a second program brochure, in September. Participant substitution of the voucher was allowed on a case-by-case basis.

Of the 441 participants that registered for the 2010 Municipal Inland Wetland Commissioners Training Program, only 234 participants used a voucher to pay the program registration fee. Approximately half of the registered participants paid to attend some portion of the training program. Registered participants represented 114 towns (See Appendix D2). Of these towns 96 utilized the voucher to register a participant for some portion of the training program. This only accounts for 56% of the distributed vouchers being used. Most of the towns in attendance paid for additional participants to attend the training program.

Actual Participant Attendance and Certificate of Completion

The 2010 Municipal Inland Wetland Commissioners Training Program received 441 program registrations. However, the program was actually attended by a total of 388 participants. Specifically 102 participants attended Segment 1, 169 participants attended Segment 2, and 117 participants attended Segment 3. A participant is defined as a registered individual. Therefore, if an individual registered for Segment 1 and Segment 2, the individual would be counted as two participants. For that reason it is interesting to note that there were 229 individuals who attended the 2010 training program. Of these individuals, 59 completed all three segments. Hence 59 certificates of completion pursuant to CGS Section 22a-39(n) were issued upon conclusion of the 2010 training program. (Appendix E shows a sample of the certificate.)

Administrative and Financial Summary

In order to conduct the 2010 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 sixty dollars for each segment. Charging an additional twenty-five 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 2010 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 1 below shows the breakdown of the CCS costs incurred for the 2010 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, is used when calculating the financial information as this reflects the actual costs the CCS charged to the DEP. Table 1 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 2010 training program; the DEP would have had to charge a fee of \$116.00 to each of the registered paying participants.

Table 1. Participant Registration Financial Summary of the 2010 Training Program

2010 Municipal Inland Wetland Commissioners Training Program	Segment 1	Segment 2	Segment 3	TOTAL
Total # of Registered Participants	114	197	130	441
# of Registered Voucher Participants	72	90	72	234
# of Registered Paying Participants	42	107	58	207
Registration Fee	\$60.00	\$60.00	\$60.00	-
CCS Cost based on \$35.00 per Registered Participant	\$3,990.00	\$6,895.00	\$4,550.00	\$15,435.00
Total Receipts from Registered Paying Participants ^a	\$2,520.00	\$6,420.00	\$3,480.00	\$12,420.00
Participant Registration Costs Subsidized by DEP	\$1,470.00	\$475.00	\$1,070.00	\$3,015.00
Other CCS Expenses ^b	\$8,445.05	\$12,733.45	\$15,951.25	\$37,129.75
Balance DEP Paid to CCS	\$5,925.05	\$6,313.45	\$12,471.25	\$24,709.75^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 or CCS "no show" fee revenue

Exit Questionnaires

Participants in the 2010 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 97 questionnaires for Segment 1, 158 questionnaires for Segment 2, and 99 questionnaires for Segment 3. The exit questionnaire asked participants to rate their knowledge of the topic presented before attending a particular segment. The results are summarized in Table 2 below. Regarding Segment 1, 56% of participants had only a fair or poor understanding of the topics presented prior to attending the program; 44% of Segment 2 participants had a fair or poor

understanding of the topics presented prior to attending the program; and 69% of Segment 3 participants had only a fair or poor understanding of the topics presented.

Table 2.* 2010 Training Program: Number of Participants With Knowledge Prior to Training

2010 Municipal Inland Wetland Commissioners Training Program	Poor	Fair	Good	Excellent
Segment 1	12	42	33	9
Segment 2	19	44	70	10
Segment 3	32	35	26	4

*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 3 below shows that 57% of responding participants felt the 2010 training program was excellent, and 40% felt the program was good - a score of good or higher by 97% of attendees.

Table 3.* 2010 Training Program: Overall Quality

2010 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment 1	67	28	0	0
Segment 2	73	62	5	0
Segment 3	48	42	5	0
TOTAL	188	132	10	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 4 below shows that 92% of the responding participants felt that the 2010 training program was excellent or good at meeting expectations and needs.

Table 4.* 2010 Training Program: Responding to Participant Needs

2010 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment 1	58	36	2	0
Segment 2	54	70	18	1
Segment 3	30	52	9	0
TOTAL	142	194	29	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 2010 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 1 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, 78% of participants indicated they had been with their inland wetlands agency two years or less (Table 5 below).

Table 5. 2010 Training Program: Years as a Commission Member/Staff

2010 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 1	55	19	8	10	3	95

This is significant as Segment 1 is tailored for the new agency member or staff person and is designed to provide these individuals with a foundation as to their roles and responsibilities on their commission. It appears that the Segment 1 training program is continuing to reach the population it is intended for, specifically, the new agency member or staff person. Based on these results DEP staff recommended that the Segment 1 format be maintained, and that it continue to be offered at four different locations/dates during the 2011 training year. Further, in order to reach a wider audience, it was recommended that staff explore developing an on-line training course containing the same content as the “live” workshop. If possible, such online training should be made available during the 2011 training year along with the standard workshop offering.

Segment 2 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 2 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 2. Of the individuals that did attend the 2010 Segment 2 program, registration forms indicated that 69% of attendees were inland wetlands agency members and 31% were inland wetlands agency staff. Further, 44% of attendees indicated they were with their commission less than two years. Therefore Segment 2 attracted a large number of new commission members and staff who had attended Segment 1 and were seeking a certificate for completing all three segments in a calendar year. Due to consistent registrations over the past few years DEP staff recommended that Segment 2 continue to be offered on five different dates and locations during the 2011 training year. Further, DEP staff recommended continuing to collect email addresses through the registration process. This enables an email Segment 2 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 2, or to cancel in a timely manner so that wait listed individuals may have a chance to participate.

Segment 3 was tailored for municipal staff and experienced agency members, and consisted of a technical workshop on geospatial data and geographic information systems (GIS). Typically Segment 3 begins with classroom presentations followed by a field visit to reinforce the concepts learned. This year the "field" component consisted of hands-on computer exercises. Based on completed Segment 3 registration forms, 64% of the registrants indicated they were agency members and 36% of the registrants indicated they were municipal inland wetlands agency staff. As expected, Segment 3 attracted the largest percentage of staff compared to the other three 2010 segments. Of those in attendance, 51% had been with their commission two years or less. This figure firmly emphasizes that new agency members and new staff find the comprehensive training program to be interesting and important, and therefore seek a certificate of program attendance for completion of all three segments in a calendar year. Further, the data shows that commission members, in addition to agency staff, are greatly interested in technical field workshops. DEP staff recommended continuing to offer Segment 3 on four or five different dates, depending on subject matter and field location availability, during the 2011 training program; and to continue to vary the subject matter offered each year. DEP staff also recommended continuing to email a Segment 3 registration notice to those individuals that completed both Segments 1 and 2.

Overall, it is worthy to note that after fourteen years of conducting the Municipal Inland Wetland Commissioners Training Program, the program continues to be well attended, particularly by new commission members. 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 dossier. Further, the training program continues to attract attendees other than municipal inland wetlands agency members and staff. Unfortunately, program costs have increased. Therefore DEP staff recommends raising the cost of each segment to \$65.00 during the 2011 training program.

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.

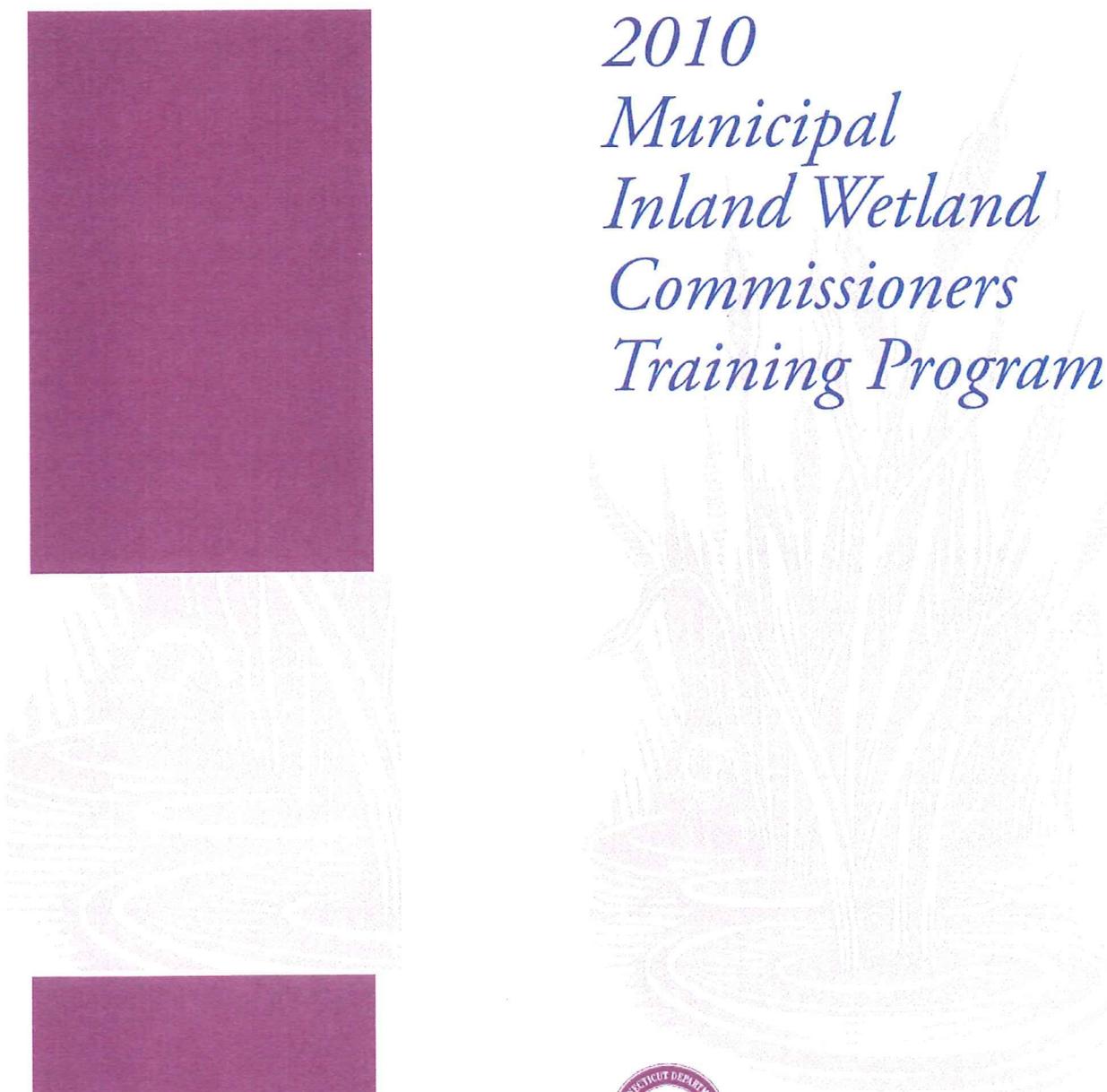
Segment II of the training program targeted all wetlands agency members and staff and expanded upon the introductory portion. New amendments to the IWWA, a case law update, a legal "hot topic", and a specific technical wetland related subject were discussed. This segment was designed to provide a consistent 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 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 2010 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



2010 Municipal Inland Wetland Commissioners Training Program



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State of Connecticut

Department of Environmental Protection

79 Elm Street, Hartford CT 06106-5127

Amey Marrella, Commissioner

www.ct.gov/dep

The 2010 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 legal, administrative and scientific subjects relevant to municipal inland 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 1 is tailored for **new** agency members and staff.
- ▲ Segment 2 is recommended for all agency members and staff.
- ▲ Segment 3 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. If cancellation is received with less than 48 hours notice the participant will be charged the full program fee. **This applies to voucher registrants as well.** 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 1 and 2 of the 2010 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To receive complimentary registration, the designated representative must include the *original DEP voucher* with the mailed registration form or use the voucher code with online registration. *Participants that register for a Segment using the voucher and fail to attend, or fail to cancel at least 48 hours prior to the start of the program, will be charged the full program fee.*

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 the 2010 or a future annual training program to meet this requirement.

Workshop Descriptions

March/April 2010 - Segment 1

Connecticut's Inland Wetlands and Watercourses Act: *A Primer for New Inland Wetlands Agency Members and Staff*

Segment 1 is designed for new agency members and staff. Participants will learn the fundamentals of the Connecticut Inland Wetlands and Watercourses Act. The segment will also include a presentation on wetland soils, a lesson on site plan review and map reading, and a brief summary of the functions and values of wetlands and watercourses, with a focus on fisheries habitat and stream crossings.

May/June 2010 - Segment 2

Connecticut's Inland Wetlands and Watercourses Act: *A Legal, Administrative, and Resource Management Update*

Segment 2 is recommended for all agency members and staff. The workshop will begin with DEP representatives providing a synopsis of the 2010 legislative session, including any amendments to the Inland Wetlands and Watercourses Act. The program will continue with representatives from the Office of the Attorney General presenting an examination of recent court cases. A number of issues associated with these cases will be discussed including, but not limited to, the conditioning of permits, the factors for consideration when regulating activities outside of wetlands and watercourses, and enforcement of permitted operations and uses as related to agriculture. The Office of the Attorney General will conclude the first half of the workshop with an open question and answer session.

The second half of Segment 2 will focus on two wetland related topics – the application of pesticides and endangered species. The DEP Pesticides Management Program will provide a discussion of Connecticut pesticides law, the DEP pesticide permitting process, and the role of municipal inland wetlands commissions in such process. The DEP Wildlife Division will provide an overview of laws governing endangered species in Connecticut, a look at wetland related endangered species, and a discussion of the Connecticut Natural Diversity Database. Segment 2 will conclude with updates from the DEP Wetlands Management Section.

October 2010 - Segment 3

Program information available in September

Segment 3 is designed for municipal inland wetlands staff and experienced agency members. 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. Brochure and online registration for this segment will be available in September.

IMPORTANT CHANGES:

1. Voucher registrants that fail to attend a Segment or fail to cancel at least 48 hours prior to the program will be charged the full program fee of \$60.00 per segment.
2. Please provide all requested information on the registration form. Incomplete registrations will be delayed and the program may be filled to capacity before processing can be completed.

Registration Form

Wetlands

Segments 1 & 2 Spring/Summer 2010

Please copy this registration form for additional registrants.

Online registration:

Have credit card information ready.
Visa, MasterCard, Discover, Diners International.
<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>

Mail:

Enclose completed form & DEP voucher, check or P.O. :
University of Connecticut, Student Services Office,
One Bishop Circle, Unit 4056, Storrs, CT 06269-4056

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

Phone: Day () _____
Evening () _____

Preferred Mailing Address: Home Business

Street _____

City _____ State _____ Zip _____

Email _____

Please list any special needs you may have.

The following required information must be provided for this registration form to be processed.

Check one of the following:

I am a member of my municipal Inland Wetlands Agency for the Town/City of: _____

I am a municipal employee hired/assigned to support the Inland Wetlands Agency for the Town/City of: _____

My title is: _____

Other, please briefly explain (i.e.: Conservation commission member, concerned citizen, consultant, etc.)

Certificate Group # 3309

Segment 1, Term 1103

- Thursday, March 25th, Torrington, Hogan Lecture Hall, UConn Campus (S101) 9AM – 4PM
- Saturday, March 27th, Killingly, Northeastern Connecticut Council of Governments (S102) 9AM – 4PM
- Thursday, April 1st, Old Lyme, DEP Marine District Headquarters (S103) 9AM – 4PM
- Saturday, April 10th, Derby, DEP Kellogg Environmental Center (S104) 9AM – 4PM

Segment 2, Term 1105

- Wednesday, May 19th, Killingly, Northeastern Connecticut Council of Governments, 9:00 AM – 4:00 PM (S201)
- Saturday, May 22nd, Torrington, Hogan Lecture Hall, UConn Campus, 9:00 AM – 4:00 PM (S202)
- Tuesday, May 25th, and Thursday, May 27th, Hartford UConn Graduate Business Learning Center 6:30 PM – 9:30 PM (S203)
- Wednesday, June 2nd, New Canaan, Lapham Community Center, 9:00 AM – 4:00 PM (S204)
- Saturday, June 5th, Old Lyme, DEP Marine District Headquarters, 9:00 AM – 4:00 PM (S205)

Fee: \$60 per course section

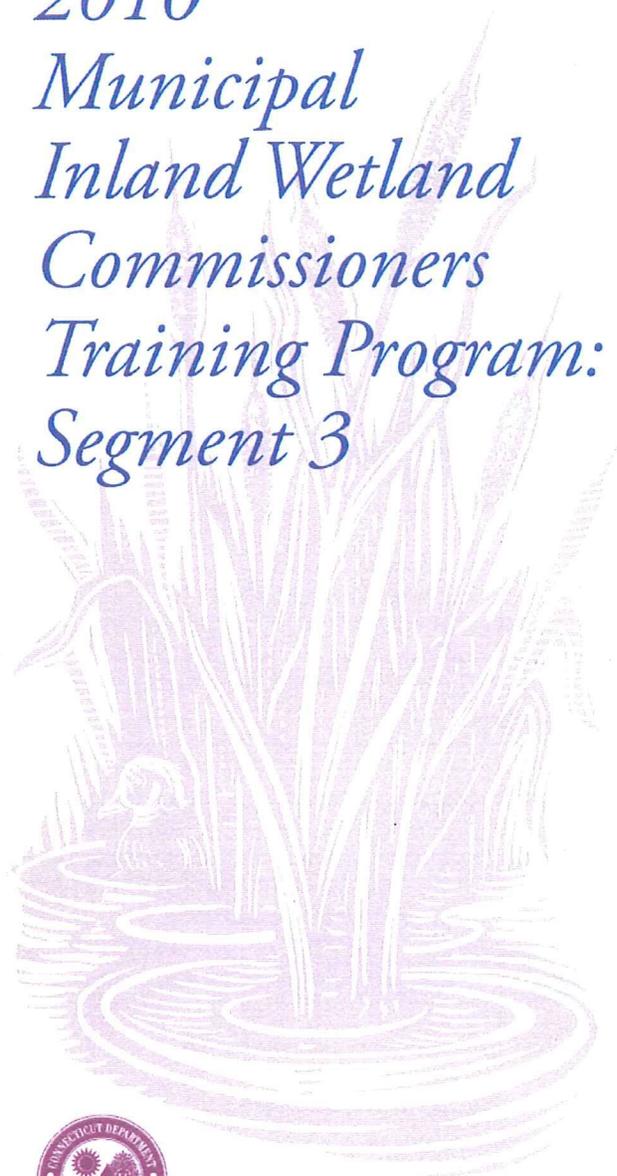
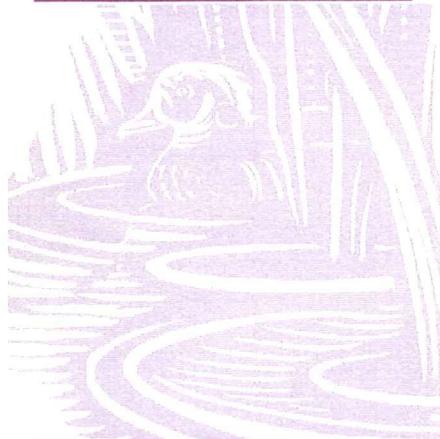
(includes handouts and refreshments)

- DEP voucher # _____ enclosed.
- Check enclosed made payable to UConn.
- PO# _____

Directions to segment locations are available online (<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>).

Appendix B2

2010 Municipal Inland Wetland Commissioners Training Program: Segment 3



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
Amey W. Marrella, Commissioner
www.ct.gov/dep

The 2010 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 legal, administrative and scientific subjects relevant to municipal inland 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 1 is tailored for new agency members and staff.
- ▲ Segment 2 is recommended for all agency members and staff.
- ▲ Segment 3 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. If cancellation is received with less than 48 hours notice the participant will be charged the full program fee. **This applies to voucher registrants as well.** 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 3 of the 2010 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To receive complimentary registration, the designated representative must include the **original DEP voucher** with the mailed registration form or use the voucher code with online registration. **Participants that register for a Segment using the voucher and fail to attend, or fail to cancel at least 48 hours prior to the start of the program, will be charged the full program fee.**

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 the 2010 or a future annual training program to meet this requirement.

Workshop Description

Connecticut's Inland Wetlands and Watercourses Act: Geospatial Data and Geographic Information System (GIS)

Segment 3 is designed for municipal inland wetlands staff and experienced commission members. This all-day program will provide participants with an introduction to the rapidly expanding world of geospatial data and geographic information systems (GIS), including aerial photography and remotely sensed imagery.

In the last few years there has been an explosion of mapping applications on the web. These websites give the public access to huge amounts of geospatial data. This data is supported by a geographic information system (GIS). GIS is any system that captures, stores, analyzes, manages, and presents data that are linked to a location. Lower costs and continual improvements in the hardware and software components of GIS have resulted in much wider adoption of the technology throughout science, government, business, and industry. Many disciplines, including municipal planning and natural resource management, can benefit from GIS technology. This is especially true for Connecticut's municipal inland wetlands agencies, which are likely to be presented with, or use, GIS and online mapping applications when reviewing requests for permits or conducting enforcement.

Segment 3 will be conducted in a computer lab classroom and will begin with an introduction to geospatial data and the science behind GIS. During the introduction participants will search for a few common online mapping applications. Next, there will be discussion and hands-on activities to learn how to use Connecticut Environmental Conditions Online (CTECO) (www.cteco.uconn.edu), a maps and geospatial data website that provides access to the most up-to-date and complete natural resource information available statewide. CTECO is a tool that can be used by local, state, and federal agencies, and the general public. The day will continue with a lecture on the importance of municipal parcel data including a demonstration of a GIS visualization tool that can help inland wetlands agencies and staff understand and simulate land-use change in three dimensions. Finally, the program will end with a presentation on the utility of GIS for ecological research. This talk will focus on aquatic invasive species in Connecticut's lakes and ponds and will show how GIS can improve early detection and allow a rapid response to this problem.

Guest speakers will include: Gregory Bugbee, CT Agricultural Experiment Station; Mark Goetz, Northeastern Connecticut Council of Governments; Howie Sternberg, Connecticut Department of Environmental Protection; and Carl Zimmerman, United States Coast Guard Academy.

Important Program Details

- All workshops will be conducted from 9:00 AM – 4:00 PM.
- Pre-registration is required, no walk-in registrations will be allowed.
- The programs will be held in computer labs; there is no outdoor component to this year's Segment 3 sessions.
- Due to the popularity of Segment 3, please cancel (by calling 860-486-4905) if you cannot attend so that we may admit someone from the waiting list.
- Cancellation must be received at least 48 hours prior to the start of the program for a refund.
- Voucher registrants who fail to attend a Segment or fail to cancel at least 48 hours prior to the program will be charged the full program fee of \$60.00.
- Morning refreshments will be provided.
- It is highly recommended that participants bring a lunch. (Those attending the Bridgeport or Torrington session may plan to use the campus cafeteria. There will be no open on-site cafeteria at the Danielson or Hartford locations.)

Registration Form **Wetlands**

Segment 3 Fall 2010

Please copy this registration form for additional registrants.

Online registration:

Have credit card information ready.
Visa, MasterCard, Discover, Diners International.
<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>

Mail:

Enclose completed form & DEP voucher, check or P.O. :
University of Connecticut, Student Services Office,
One Bishop Circle, Unit 4056, Storrs, CT 06269-4056

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

Phone: Day (____) _____
Evening (____) _____

Preferred Mailing Address: Home Business

Street _____

City _____ State _____ Zip _____

Email _____

Please list any special needs you may have.

The following required information must be provided for this registration form to be processed.

Check one of the following:

I am a member of my municipal Inland Wetlands Agency for the Town/City of: _____

I am a municipal employee hired/assigned to support the Inland Wetlands Agency for the Town/City of: _____

My title is: _____

Other, please briefly explain (i.e.: Conservation commission member, concerned citizen, consultant, etc.)

Certificate Group #3309

Segment 3, Term 1108

- Saturday, October 30, Danielson, Quinebaug Valley Community College, (S301) 9AM – 4 PM
- Thursday, November 4, Bridgeport, Housatonic Community College, (S302) 9AM – 4PM
- Tuesday, November 16, Torrington, UConn Torrington Campus (S303) 9AM – 4PM
- Saturday, December 4, Hartford, UConn Graduate Business Learning Center, (S304) 9AM – 4PM

Fee: \$60 per course section

(includes handouts and refreshments)

- DEP voucher # _____ enclosed.
- Check enclosed made payable to UConn.
- PO# _____

Directions to segment locations are available online (<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>).

Funding for the Connecticut Municipal Inland Wetland Commissioners Training Program is provided in part by a grant from the United States Environmental Protection Agency.

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Appendix C1

LIST OF PRESENTERS

SEGMENT I

Patricia Horgan
Assistant Attorney General

Brian Murphy
DEP Inland Fisheries Division

Darcy Winther
DEP Inland Water Resources
Division

Scott Koschwitz
Assistant Attorney General

Don Mysling
DEP Inland Fisheries Division

Carl Zimmerman
DEP Inland Water Resources
Division

SEGMENT II

Patricia Horgan
Assistant Attorney General

Judith Singer
DEP Pesticide Program

David Wrinn
Assistant Attorney General

Scott Koschwitz
Assistant Attorney General

Steven Tessitore
DEP Inland Water Resources
Division

Carl Zimmerman
DEP Inland Water Resources
Division

Nancy Murray
DEP Natural Diversity
Data Base

Darcy Winther
DEP Inland Water Resources
Division

Karen Zyko
DEP Natural Diversity
Data Base

Brad Robinson
DEP Pesticide Program

SEGMENT III

Greg Bugbee
CT Agricultural Experiment
Station

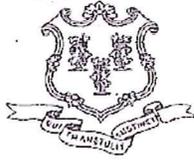
Howie Sternberg
DEP Office of Information
Management

Carl Zimmerman
Geospatial Sciences
Coast Guard Academy

Mark Goetz
Northeastern CT Council
of Governments

Darcy Winther
DEP Inland Water Resources
Division

Appendix C2



STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION

2010 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM



SEGMENT 1

Connecticut's Inland Wetlands and Watercourses Act: *A Primer for New Inland Wetlands Agency Members and Staff*

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 - 10:10 AM	Break
10:10 AM - 10:40 AM	The Connecticut Inland Wetlands and Watercourses Act Part I: what is the law, what is your jurisdiction, what do you consider when making decisions
10:40 AM - 11:00 AM	Question and Answer Session Part I
11:00 AM - 11:30 AM	The Connecticut Inland Wetlands and Watercourses Act Part II: regular meetings vs. public hearings, the "record", and enforcement basics
11:30 AM - 11:50 AM	Question and Answer Session Part II
11:50 PM - 12:00 PM	Morning Wrap-up
12:00 PM - 12:50 PM	Lunch
12:50 PM - 1:00 PM	Overview of Afternoon
1:00 PM - 1:30 PM	Functions and Values: Introduction to Wildlife and Forestry Issues
1:30 PM - 2:15 PM	Functions and Values: Inland Fisheries Division
2:15 PM - 2:30 PM	Break
2:30 PM - 3:15 PM	A Basic Lesson on Maps and Site Plan Review
3:15 PM - 3:30 PM	How to Find More Information: Overview of DEP Website and Reporting Form
3:30 PM - 4:00 PM	Remaining Questions, Evaluation Forms, Closing Remarks
4:00 PM	Adjourn

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79 Elm Street • Hartford, CT 06106-5127
www.ct.gov/dep
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Appendix C3



STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION



2010 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM

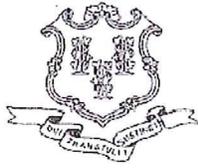
SEGMENT 2

CONNECTICUT'S INLAND WETLANDS AND WATERCOURSES ACT: A LEGAL, ADMINISTRATIVE, AND RESOURCE MANAGEMENT UPDATE

AGENDA

8:30 AM - 9:00 AM	Registration / Coffee
9:00 AM - 9:15 AM	Welcome and Introduction
9:15 AM - 9:30 AM	Legislative Update
9:30 AM - 10:15 AM	Office of the Attorney General: Review of Court Cases ▪ Supreme Court
10:15 AM - 10:30 AM	Break
10:30 AM - 11:15 AM	Office of The Attorney General: Review of Court Cases Continued ▪ Appellate Court
11:15 AM - 11:45 PM	Open Question and Answer Session
11:45 AM - 12:00 PM	Morning Wrap-up
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:15 PM	Introduction to the Afternoon Program
1:15 PM - 2:00 PM	The DEP Pesticides Management Program
2:00 PM - 2:15 PM	Break
2:15 PM - 3:00 PM	The DEP Endangered Species Program and NDDB
3:00 PM - 3:30 PM	Additional Questions and Program Wrap-up
3:30 PM	Adjourn

Appendix C4



STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION

2010 Municipal Inland Wetland Commissioners Training Program
Segment 3: October - December



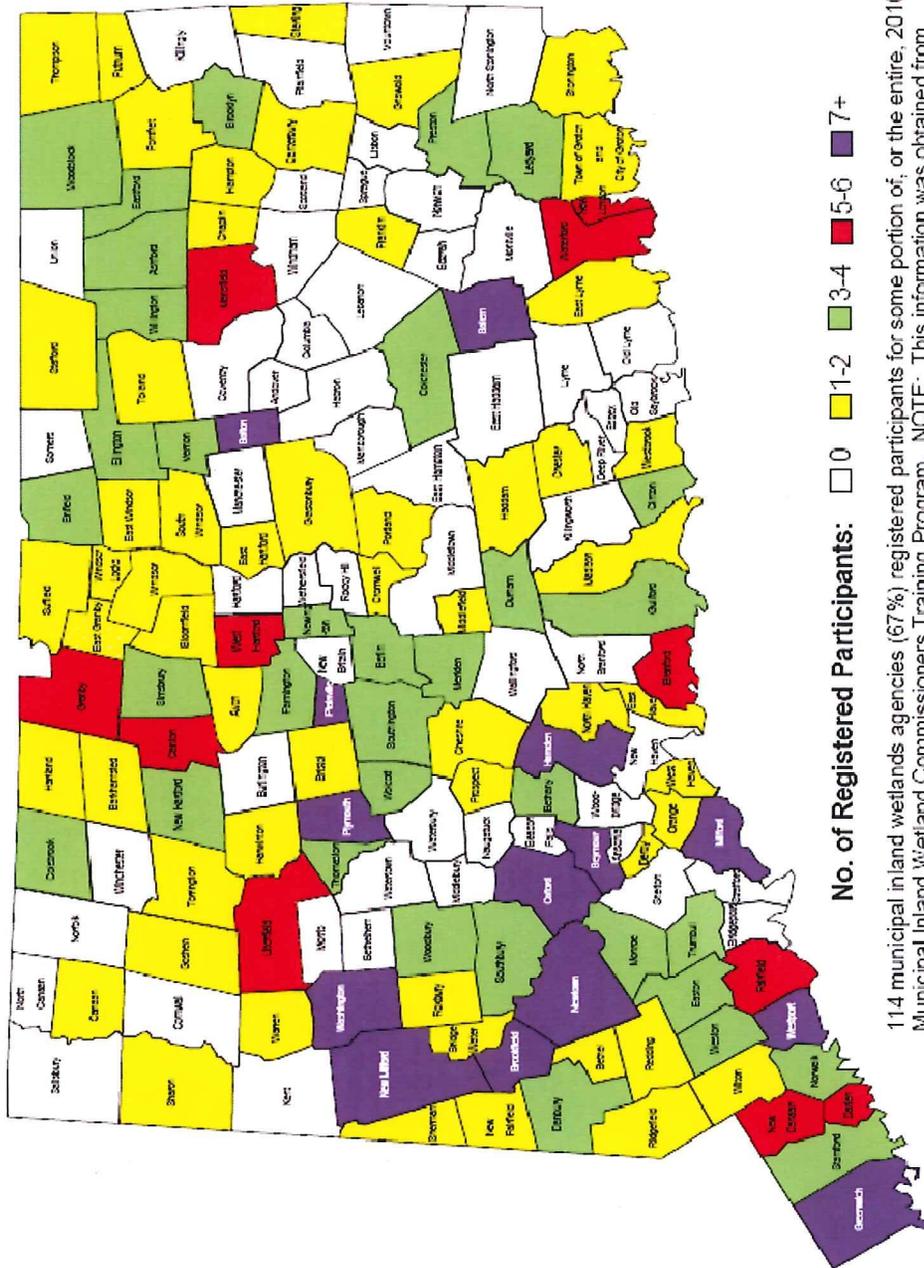
Connecticut's Inland Wetlands and Watercourses Act:
Geospatial Data and Geographic Information Systems (GIS)

AGENDA

8:30 AM - 9:00 AM	Registration / Sign-in and Coffee
9:00 AM - 9:15 AM	Welcome and Introductions
9:15 AM -- 10:00 AM	An Introduction to GIS and Geospatial Data
10:00 AM -- 10:10 AM	Additional Questions
10:10 AM -- 10:20 AM	Break
10:20 AM - 11:50 AM	Connecticut Environmental Conditions Online (CTECO)
11:50 AM -- 12:00 PM	Additional Questions
12:00 PM -- 1:00 PM	Lunch
1:00 PM -- 1:10 PM	Afternoon Introduction
1:10 PM -- 2:00 PM	Municipal GIS Resources
2:00 PM -- 2:10 PM	Additional Questions
2:10 PM -- 2:20 PM	Break
2:20 PM -- 2:40 PM	Demonstration of Community Viz
2:40 PM -- 2:50 PM	Additional Questions
2:50 PM -- 3:40 PM	GIS in the Surveillance and Management of Invasive Aquatic Plants
3:40 PM -- 3:50 PM	Additional Questions
3:50 PM -- 4:00 PM	Wrap-up and Adjourn

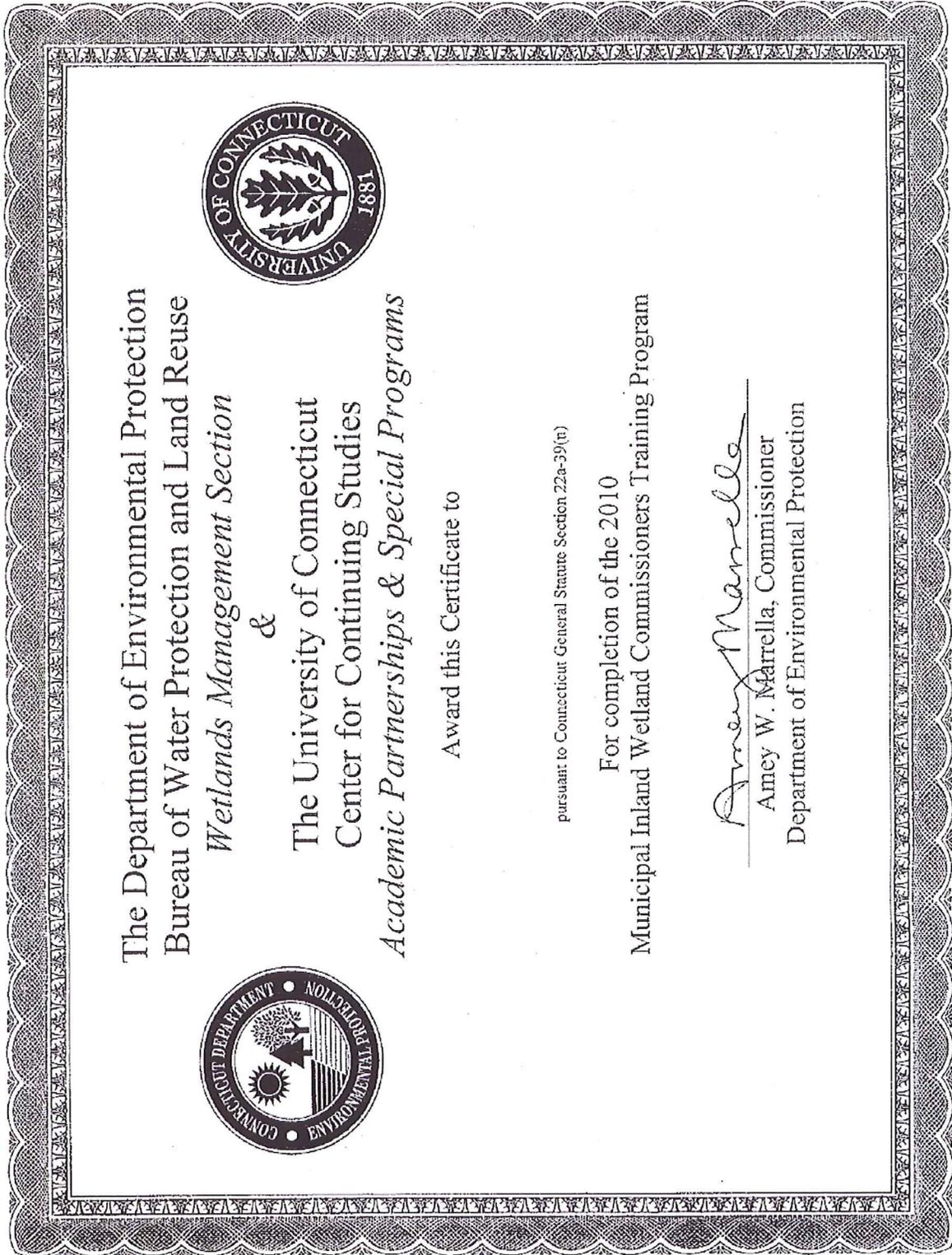
Appendix D2

**PARTICIPANT REGISTRATION
2010 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM**



114 municipal inland wetlands agencies (67%) registered participants for some portion of, or the entire, 2010 Municipal Inland Wetland Commissioners Training Program. NOTE: This information was obtained from completed registration forms. The numbers do not reflect actual attendance in the training program.

Appendix E



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

2010 Municipal Inland Wetland Commissioners Training Program Segment Evaluation
University of Connecticut, Center for Continuing Studies, Academic Partnerships & Special Programs / CT DEP
Your comments are valuable for planning future training sessions. Thank you for your time and participation.

Date: Saturday, December 4, 2010

Which segment are you evaluating?

Segment 1 Segment 2 Segment 3

If applicable, how long have you been a member or staff of your inland wetlands commission?

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

Location

Burlington, DEP Sessions Woods Conservation Center
 Derby, DEP Kellog Environmental Center
 Old Lyme, DEP Marine Headquarters
 Storrs, UConn Bishop Center
 Torrington, UConn
 Hartford, UConn Graduate Business Learning Center
 Killingly, NECCOG
 New Canaan, Lapham Community Center

Other Location: _____

SEGMENT EVALUATION	Excellent	Good	Fair	Poor	N/A
Overall, how would you rate this segment?	<input type="checkbox"/>				
Before attending this segment, in general how would you rate your knowledge of the topics presented?	<input type="checkbox"/>				
How did this segment correspond to your needs?	<input type="checkbox"/>				
How would you rate the speakers' knowledge about their topics?	<input type="checkbox"/>				
How would you rate the speakers' ability to communicate?	<input type="checkbox"/>				
How would you rate the speakers' ability to encourage questions and/or participation?	<input type="checkbox"/>				
How would you rate the speakers' ability to answer questions clearly?	<input type="checkbox"/>				
How would you rate the facility?	<input type="checkbox"/>				
How would you rate the location accessibility?	<input type="checkbox"/>				

If the segment did NOT meet your needs, please indicate why:

What additional topics / skills would you like to learn about?

Additional Comments:
