

MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM



August 2012

2011 Summary Report

Connecticut Department of Energy and Environmental Protection



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Municipal Inland Wetland Commissioners Training Program

2011 SUMMARY REPORT

Introduction

Connecticut's Inland Wetlands and Watercourses Act (IWWA), established in the General Statutes of Connecticut (CGS) section 22a-36 through section 22a-45, delegates the authority to regulate activities affecting inland wetlands and watercourses to municipal inland wetlands agencies. The IWWA also mandates the Connecticut Department of Energy and Environmental Protection (DEEP) 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 charged with 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 2011 Municipal Inland Wetland Commissioners Training Program.

The 2011 Municipal Inland Wetland Commissioners Training Program

The 2011 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 2011. 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 2011. 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.

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

In 2011 the DEEP tested a new Segment 1 initiative – an online course. Providing program participants with an online course option allowed the DEEP to extend the Segment 1 offering without numeric or geographic limitations. The online course was designed to be self-paced, providing the same informational content as the traditional day-long, face-to-face workshop. The course, provided in a multi-media format which included text, slides and video, was developed in the same manner as an on-line college level program. Due to this new initiative, the DEEP decided to offer only two “live” workshops held at Housatonic Community College in Bridgeport and the University of Connecticut in Storrs. Due to low enrollment only the Bridgeport location was conducted; and the Storrs workshop was cancelled. The Office of the Attorney General, as well as the DEEP's Inland Fisheries Division, assisted with the face-to-face Segment 1 workshop.

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. DEEP Wetlands Management Section staff provided a synopsis of the 2011 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, enforcement of the IWWA, agricultural issues, and the Upland Review Area. The Office of the Attorney General concluded their portion of the program with a half-hour open question and answer session. The second half of Segment 2 focused on storm water management. Storm water results from rain or snowmelt that runs off surfaces such as rooftops, paved roads, or parking lots; or infiltrates into the ground. Along the way, the water may pick up and transport contaminants including motor oils, gasoline, antifreeze, brake dust, fertilizers, pesticides, and soil sediments. Storm water may result in significant pollution to surface water affecting aquatic life and recreational activities. An overview of the storm water topic including a review of different contaminants and their effect on wetlands and watercourses was presented. Further, The DEEP's Storm Water Permitting and Enforcement Section discussed the various state storm water management permit programs, including the Small Municipal Separate Storm Sewer Systems (MS4) General Permit and the specific requirements the permit contains. The Segment 2 program was held during May and June at five locations: University of Connecticut, Storrs; University of Connecticut, Torrington; DEEP Marine District Headquarters, Old Lyme; Housatonic Community College, Bridgeport; and University of Connecticut Graduate Business Learning Center, Hartford.

Segment 3 was titled "Connecticut's Inland Wetlands and Watercourses: *Connecticut's Soils.*" This all-day program, conducted with the assistance of the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS), provided participants with an overview of soil science with an emphasis on the ability of soils to manage storm water. Connecticut's IWWA defines “wetlands” by soil type. Therefore it is important for municipal inland wetlands agency members and staff to have knowledge of Connecticut's soils in order to properly implement the law. Segment 3 began with a series of indoor presentations on the basic physical, chemical, and biological properties of soils; the relationship of soils to geology and our landscape; and the basic components of the soil classification system and soil orders. Further, the Web Soil Survey developed by the NRCS was reviewed along with a discussion of soil interpretations and their relevance to Connecticut's municipal inland wetlands agencies. The classroom portion of Segment 3 concluded with a discussion on low impact development techniques and the capability of soils to handle storm water. The second half of Segment 3 included a field session where three exposed soil profiles were examined to highlight concepts covered during the classroom presentations. Segment 3 was held in October and November. Two locations were used for the workshops:

DEEP's Sessions Woods Wildlife Management Area, Burlington; and Tolland County Agricultural Center, Vernon. The workshops were scheduled on four different dates; two dates utilized the Burlington location and two dates the Vernon location. Unfortunately, due to an October snow storm that paralyzed the state, the third workshop date was cancelled. Participants were moved to the last workshop offering. Participants were refunded their registration fee and provided a packet of workshop materials if they could not attend the last workshop. For those participants seeking a 2011 certificate of program completion, the materials were discussed over the phone with the participant and the participant was given credit for attending the workshop.

Participants of all three segments were provided with a segment specific text packet (printed materials) 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 2011 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 DEEP 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 DEEP 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 348 participants that registered for the 2011 Municipal Inland Wetland Commissioners Training Program, 194 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 91 towns (See Appendix D2). All 91 towns utilized the voucher to register a participant for some portion of the training program. Most of the towns in attendance paid for additional participants to attend the training program, with some towns having their entire inland wetlands agency and staff attend one or more segments of the training program.

Actual Participant Attendance and Certificate of Completion

The 2011 Municipal Inland Wetland Commissioners Training Program was attended by a total of 283 participants. Specifically, 48 participants attended Segment 1, 140 participants attended Segment 2, and 95 participants attended Segment 3. If an individual registered for Segment 1 and Segment 2, the individual would be counted as two participants. There were 176 individuals who attended the 2011 training program. Of these individuals, 34 completed all three segments. Hence 34 certificates of completion pursuant to CGS section 22a-39(n) were issued upon conclusion of the 2011 training program. (Appendix E shows a sample of the certificate.)

Administrative and Financial Summary

In order to conduct the 2011 Municipal Inland Wetland Commissioners Training Program in a professional and efficient manner, the DEEP contracted with the University of Connecticut, College of Continuing Studies (CCS), to provide administrative support for the training program. Services provided by the CCS and the DEEP can be found in Appendix F.

Through a Memorandum of Understanding between the CCS and the DEEP, 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 DEEP in-kind services mentioned in Appendix F. The CCS accepted registration by voucher in lieu of payment. Consequently, the DEEP was required to subsidize thirty-five dollars per voucher. Therefore, the DEEP established a registration fee of sixty-five dollars for each segment. Charging an additional thirty dollars per segment enabled the DEEP to apply these additional monies toward the voucher registrant costs. In addition to participant registration fees, funding for the 2011 Municipal Inland Wetland Commissioners Training Program included a U.S. Environmental Protection Agency Wetland Program Development Grant.

Table 1 below shows the breakdown of the CCS costs incurred for the 2011 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 DEEP. Table 1 does not reflect DEEP in-kind services. It is worth mentioning that in order to have covered all of the CCS costs associated with the 2011 training program; the DEEP would have had to charge a fee of \$114.00 to each of the registered paying participants.

TABLE 1. Participant Registration Financial Summary of the 2011 Training Program

2011 Municipal Inland Wetland Commissioners Training Program	Segment 1	Segment 2	Segment 3	TOTAL
Total # of Registered Participants	61	157	130	348
# of Registered Voucher Participants	38	72	80	190
# of Registered Paying Participants	23	85	50	158
Registration Fee	\$65.00	\$65.00	\$65.00	-
CCS Cost based on \$35.00 per Registered Participant	\$2,135.00	\$5,495.00	\$4,550.00	\$12,180.00
Total Receipts from Registered Paying Participants ^a	\$1,495.00	\$5,525.00	\$3,250.00	\$10,270.00
Participant Registration Costs Subsidized by DEP	\$640.00	-30.00	\$1,300.00	\$1,910.00
Other CCS Expenses ^b	\$4,965.15	\$6,340.89	\$4,649.71	\$15,955.75
Balance DEEP Paid to CCS	\$5,605.15	\$6,310.89	\$5,949.71	\$17,865.75^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 DEEP in-kind services

Exit Questionnaires

Participants in the 2011 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.

DEEP staff collected 52 questionnaires for Segment 1 (48 participants plus 4 online course “guests”), 111 questionnaires for Segment 2, and 79 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 a poor or fair understanding of the topics presented prior to attending the program. It is expected that more than half of Segment 1 participants will have very limited knowledge of the law and their roles and responsibilities under such law, as this portion of the comprehensive training program is tailored for the new agency member or staff person.

Table 2.* 2011 Training Program: Number of Participants with Knowledge Prior to Training

2011 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment 1	7	16	21	8
Segment 2	7	56	31	14
Segment 3	9	34	20	14

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

The exit questionnaire also asked participants to characterize the overall quality of each segment as excellent, good, fair or poor. Table 3 below shows that 61% of responding participants felt the 2011 training program was excellent, and 38% felt the program was good - a score of good or higher by 99% of attendees.

Table 3.* 2011 Training Program: Overall Quality

2011 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment 1	37	14	1	0
Segment 2	66	48	2	0
Segment 3	44	31	1	1
TOTAL	147	93	4	1

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

A third 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 96% of the responding participants felt that the 2011 training program was excellent or good at meeting expectations and needs.

Table 4.* 2011 Training Program: Responding to Participant Needs

2011 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment 1	35	15	1	0
Segment 2	51	49	4	0
Segment 3	30	41	4	1
TOTAL	116	105	9	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 2011 Municipal Inland Wetland Commissioners Training Program, DEEP staff analyzed exit questionnaire comments to determine if the program met the DEEP's expected outcome, and to establish if the program provided municipal agency members and staff with a high-quality learning experience.

Segment 1 is tailored for the new agency member or staff person and is 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, 65% of participants indicated they had been with their inland wetlands agency two years or less (Table 5 below). It is obvious that in 2011, Segment 1 continued to attract “new” agency members and staff, making it possible for such participants to obtain a foundation as to their roles and responsibilities pursuant to the Connecticut Inland Wetlands and Watercourses Act.

Table 5. 2011 Training Program: Years as a Commission Member/Staff: Segment 1

2011 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	15	19	6	4	8	52

Segment 1 has traditionally been offered as a face-to-face workshop, at four different locations and on four different dates. In 2011 the DEEP tested a Segment 1 online training course. The

preliminary online course was completed by 39 individuals. Of these participants, 96% rated the course as excellent or good, 93% stated the course met participant needs, and 75% stated the course objectives, as described in the course introduction, were clearly accomplished.

The entire Segment 1 program (“live” workshop and online formats) was completed by 52 people. Since 2005, Segment 1 has been attended by an average of 115 people per year. DEEP staff had no solid explanation as to why the attendance in the Segment 1 program dropped significantly compared to the average.

The online course option proved to be a success. Based on positive exit questionnaire results, DEEP staff decided to fine-tune the online course and officially announce the course during the 2012 Municipal Inland Wetland Commissioners Training Program. DEEP staff also decided to offer one all day workshop in 2012 for those individuals that prefer the workshop format or who do not have access to a computer. The workshop will be offered at a central Connecticut location.

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, DEEP staff strongly recommends that at least one member of an agency, or the agency’s staff, attend Segment 2. Registration forms indicate that 63% of Segment 2 registrants were inland wetlands agency members, and 37% were inland wetlands agency staff. Further, participant experience on a commission was reasonably distributed between zero years of experience and ten years of experience (Table 6 below). A third of attendees had over ten years of experience on their commission (34%) and a third of attendees had been with their commission less than two years (34%). This information verifies that Segment 2 attracts participants with a wide range of experience.

Table 6. 2011 Training Program: Years as a Commission Member/Staff: Segment 2

2011 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 2	20	15	15	19	35	104

Due to consistent registrations over the past few years DEEP staff recommended that Segment 2 continue to be offered on five different dates and locations during the 2012 training year. However, exit questionnaires over the training years have indicated that while a full day program provides useful and interesting information, the amount of information can be overwhelming. Therefore DEEP staff recommended shortening the Segment 2 program in 2012 from six hours to four hours. Further, DEEP staff recommended continuing to collect email addresses through the registration process. This enables a Segment 2 email 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 Connecticut’s soils. The workshop began with classroom presentations that provided an overview of soil science with an emphasis on the ability of soils to manage storm water. The afternoon portion of the program was conducted in the “field” where three exposed soil profiles were examined to highlight the concepts covered during the classroom session.

Based on completed Segment 3 registration forms, 58% of the registrants indicated they were agency members and 42% of the registrants indicated they were municipal inland wetlands agency staff. Of the three segments, this portion of the training program had the most registered staff, which is to be expected as Segment 3 is a specialized workshop. Of those in attendance, 45% had been with their commission two years or less while 40% of participants had been with their commission more than five years (Table 7 below). This information firmly emphasizes that not only are staff interested in technical field workshops, but that the program format also appeals to the new agency member. Further, these “field” workshops attract a variety of experience levels.

Table 7. 2011 Training Program: Years as a Commission Member/Staff: Segment 3

2011 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 3	18	17	11	13	18	77

DEEP staff recommended continuing to offer Segment 3 on four or five different dates, depending on subject matter and field location availability, during the 2012 training program; and to continue to vary the subject matter offered each year. DEEP staff also recommended continuing to email a Segment 3 registration notice to those individuals that completed both Segment 1 and Segment 2 to facilitate receipt of a certificate of program completion.

The Municipal Inland Wetland Commissioners Training Program has received an average of 482 registrations per training year since 2005. The 2011 training program received a total of 348 registered participants (see Table 1). The decrease in program registrations occurred for all three segments, with Segment 1 undergoing the primary decrease. Since 2005 Segment 1 has received an average of 127 registrations per year (average of 115 attendees per year). In 2011 Segment 1 received 61 registrations (52 attendees). It is possible that the decrease in Segment 1 registrations may have been due to the economic downturn. Nonetheless, DEEP staff felt the Municipal Inland Wetland Commissioners Training Program continues to be well attended, particularly by new commission members. 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 resume. The incorporation of annual recommendations from training

participants will enable the Department to continue to provide a successful training program. Additional comments and suggestions are welcome as the DEEP 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 CGS section 22a-39, the DEEP is charged with developing a comprehensive training program for municipal inland wetlands agency members. The annual program covers a broad range of topics including the administrative, legal, and scientific issues associated with the municipal regulation of inland wetlands and watercourses in Connecticut.

The Municipal Inland Wetland Commissioners Training Program originated in 1987 as a result of an amendment to the IWWA. During the late 1980's and early 1990's the training program consisted of a series of workshops offered intermittently. In 1995 the IWWA was again amended to require the DEEP to issue a certificate to any member of a municipal inland wetlands agency or its staff who completed the training program offered annually (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 DEEP (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 DEEP 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 DEEP 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 DEEP determined there was a need to develop an inclusive training program to address the increasingly complex goals and objectives of both municipal inland wetlands agencies and municipal staff, and to efficiently convey important legal, administrative, and resource information. Therefore the DEEP 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, DEEP 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 assessed 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, DEEP 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 1, Segment 2, and Segment 3. Specifically, Segment 1 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 2 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 presented. This segment was designed to provide a consistent program format in which annual changes to the IWWA can be presented each year.

Segment 3 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 approach was a success, attended by two-thirds of Connecticut's municipalities. As a result, DEEP staff decided to continue the three-segment format 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 1 and Segment 2, and finish in the fall with Segment 3 (see report titled "Municipal Inland Wetland Commissioners Training Program 1999 Summary Report, December 2002"). DEEP staff maintained the calendar year, three-segment format for the 2000 through 2011 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



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2011
*Municipal
Inland Wetland
Commissioners
Training Program*



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

The 2011 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. Registration fees for the Segment 1 online course are refundable only if the registrant has not entered the online course. **These cancellation policies apply 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 2011 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 2011 or a future annual training program to meet this requirement.

Workshop Descriptions

April 2011 - 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.

New Online Training Option

In addition to the two scheduled Segment 1 workshops, a new online training course will be available that will allow you to receive the same curriculum and credit for this Segment. If you would like to complete Segment 1 online, provide your email address and select the online option on the registration form. You will be contacted when the online course is available. You may then choose to complete your registration for the same program fee.

May/June 2011 - 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. DEP representatives will provide a synopsis of the 2011 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,

enforcement of the Inland Wetlands and Watercourses Act, agricultural issues, and the Upland Review Area. This portion of the program will conclude with an open question and answer session.

The second half of Segment 2 will focus on the subject of storm water management. Storm water results from rain or snowmelt that runs off surfaces such as rooftops, paved roads, or parking lots; or infiltrates into the ground. Along the way, the water may pick up and transport contaminants including motor oils, gasoline, antifreeze, brake dust, fertilizers, pesticides, and soil sediments. Storm water may result in significant pollution to surface water affecting aquatic life and recreational activities. Joseph Bushey, Assistant Professor at the University of Connecticut, Department of Civil & Environmental Engineering, will provide an overview of the storm water topic including a review of different contaminants.

Additionally, municipal decisions about land use and the design and management of municipal facilities, especially storm water management systems, impact the quality and quantity of surface and ground waters. The U.S. Environmental Protection Agency (EPA) has mandated a number of permit programs to deal with storm water pollution, which are administered in Connecticut by the CT DEP. The DEP Storm Water Permitting and Enforcement Section will discuss these state permit programs, including the Small Municipal Separate Storm Sewer Systems (MS4) General Permit and the specific requirements it contains.

October 2011 - Segment 3

Program information available in September

Segment 3 is designed for municipal inland wetlands staff and experienced agency members. The workshop will focus on a selected technical subject with classroom presentations followed by a field excursion. Brochure and online registration for this segment will be available in September.

Registration Form Wetlands

Segments 1 & 2 Spring/Summer 2011

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 # 3310

Segment 1, Term 1113

Saturday, April 2nd, Storrs, Bishop Center, UConn, (S101) 9:00 AM – 4:00 PM

Saturday, April 9th, Bridgeport, Housatonic Community College, (S102) 9:00 AM – 4:00 PM

Please contact me when the Segment 1 online option is available.

Segment 2, Term 1115

Saturday, May 21st, Storrs, Bishop Center, UConn, (S201) 9:00AM – 4:00 PM

Thursday, May 26th, Torrington, UConn Campus, (S202) 9:00 AM – 4:00 PM

Saturday, June 4th, Old Lyme, DEP Marine Headquarters (S203), 9:00 AM – 4:00 PM

Friday, June 10th, Bridgeport, Housatonic Community College (S204), 9:00 AM – 4:00 PM

Tuesday June 14 & Thursday, June 16, Hartford, UConn Graduate Business Learning Center (S205) 6:30 PM – 9:30 PM

Fee: \$65 per course section

(includes haulouts 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>).

Printed on recycled stock.

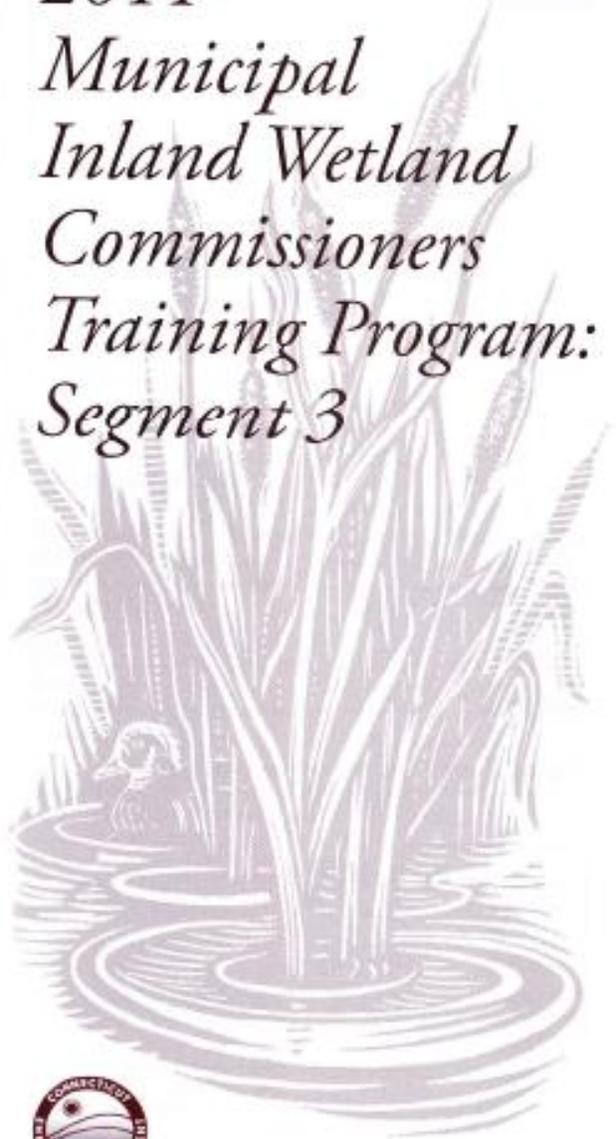


APPENDIX B2



Visit us online at
www.ct.gov/depi/inlandwetlands
continuingstudies.uconn.edu

2011
*Municipal
Inland Wetland
Commissioners
Training Program:
Segment 3*



*Connecticut Department of
Energy & Environmental Protection*
79 Elm Street, Hartford CT 06106-5127
Daniel C. Esty, Commissioner
www.ct.gov/depi/inlandwetlands

The 2011 Training Program

The Municipal Inland Wetland Commissioners Training Program is presented by the Connecticut Department of Energy & Environmental Protection (DEEP) Wetlands Management Section. Pursuant to the General Statutes of Connecticut Section 22a-39, the DEEP 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 DEEP 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. Registration fees for the Segment 1 online course are refundable only if the registrant has not entered the online course. **These cancellation policies apply 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 DEEP waive program registration fees for one person from each town. A voucher for Segment 3 of the 2011 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 DEEP 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 DEEP'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 DEEP Municipal Inland Wetland Commissioners Training Program offered annually since 1995 meet this requirement. Other agents must complete all segments of the 2011 or a future annual training program to meet this requirement.

Workshop Description

Segment 3

Connecticut's Inland Wetlands and Watercourses Act: *Connecticut's Soils*

Segment 3 is designed for municipal inland wetlands agency staff and experienced commission members. This all-day program, conducted with assistance from the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS), will provide participants with an overview of soil science with an emphasis on the ability of soils to manage stormwater.

Pursuant to Connecticut's Inland Wetlands and Watercourses Act, wetlands are defined by soil type. Therefore it is important for municipal inland wetlands agency members and staff to have an understanding of Connecticut's soils in order to properly implement the law.

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 afternoon portion of the program will be conducted outside, please dress appropriately for the weather and have suitable footwear.

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 \$65.00.

Morning refreshments will be provided.

It is highly recommended that participants bring a lunch or be prepared to purchase one at a nearby location.

Segment 3 will begin with a series of indoor presentations aimed at providing participants with an understanding of soil characteristics. The basic physical, chemical, and biological properties of soils; the relationship of soils to geology and our landscape; and the basic components of the soil classification system and soil orders will be presented. Next the Web Soil Survey developed by the NRCS will be reviewed. The Web Soil Survey is a web application that provides users access to the official soils data and related information needed to make wise land use and management decisions. The discussion will include soil interpretations and their relevance to Connecticut's municipal inland wetlands agencies. Finally, the indoor presentations will conclude with a discussion focused on the capability of soils to handle stormwater in relation to low impact development techniques.

The second half of Segment 3 will take place in the field where we will examine three exposed soil profiles and highlight the concepts covered during the classroom session.

Segment 3 will be held at two different locations: DEEP Sessions Woods Wildlife Management Area, Burlington; and the Tolland County Agricultural Center, Vernon. At both locations the classroom facility and the outdoor field component are located on the same property. In Burlington the field component will involve walking on a dirt/gravel road to access the soil pits. The gravel road is fairly smooth but the terrain is hilly. The soil pits are located in the woods off of the gravel road and will involve walking on uneven forest ground. At the Vernon location the field component will involve walking on grass and a dirt/gravel road. The terrain is flat. One soil pit is located in the woods off of the gravel road and will involve walking on uneven forest ground. For both locations water resistant footwear suitable for hiking is strongly recommended. See "Program Details" box for further notes.

Segment 3 will be offered on four separate dates (see registration form), and will be held rain or shine. In the case of severe weather, the afternoon field portion may be canceled. Please dress appropriately for the weather and remember to bring a lunch or plan to purchase one at a nearby establishment.

Registration Form Wetlands

Segment 3 Fall 2011

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 & DEEP 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 # 3310

Segment 3, Term 1118

- Saturday, October 22, Burlington, Sessions Woods Wildlife Management Area, (S301), 9:00 AM – 4:00 PM
- Tuesday, October 25, Burlington, Sessions Woods Wildlife Management Area, (S302), 9:00 AM – 4:00 PM
- Thursday, November 3, Vernon, Tolland County Agricultural Center, (S303), 9:00 AM – 4:00 PM.
- Monday, November 7, Vernon, Tolland County Agricultural Center, (S304), 9:00 AM – 4:00 PM.

Fee: \$65 per course section

(includes handouts and refreshments)

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

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

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APPENDIX C1

List of Presenters

SEGMENT 1

Patricia Horgan
Assistant Attorney General

Don Mysling
DEEP Inland Fisheries Division

David Wrinn
Assistant Attorney General

Scott Koschwitz
Assistant Attorney General

Sharon Seligman
Assistant Attorney General

Carl Zimmerman
DEEP Inland Water
Resources Division

Brian Murphy
DEEP Inland Fisheries Division

Darcy Winther
DEEP Inland Water Resources
Division

SEGMENT 2

Dr. Joseph Bushey
Department of Civil &
Environmental Engineering, UConn

Nisha Patel, P.E.
DEEP Storm Water Permitting &
Enforcement Section

Darcy Winther
DEEP Inland Water
Resources Division

Corinna Fleischmann
Department of Civil &
Environmental Engineering, UConn

Sharon Seligman
Assistant Attorney General

David Wrinn
Assistant Attorney General

Patricia Horgan
Assistant Attorney General

Donna Seresin
DEEP Storm Water Permitting &
Enforcement Section

Carl Zimmerman
DEEP Inland Water
Resources Division

Scott Koschwitz
Assistant Attorney General

Christopher Stone, P.E.
DEEP Storm Water Permitting &
Enforcement Section

SEGMENT 3

Margie Faber
USDA NRCS

Lisa Krall
USDA NRCS

Carl Zimmerman
DEEP Inland Water
Resources Division

Kip Kolesinskas
USDA NRCS

Darcy Winther
DEEP Inland Water
Resources Division

APPENDIX C2



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION



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	<i>Break</i>
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	<i>Lunch</i>
12:50 PM - 1:00 PM	Overview of Afternoon
1:00 PM - 1:40 PM	Functions and Values: Introduction to Wildlife and Forestry Issues
1:40 PM - 2:40 PM	Functions and Values: Inland Fisheries Division
2:40 PM - 2:50 PM	<i>Break</i>
2:50 PM - 3:35 PM	Basic Lesson on Maps and Site Plan Review
3:35 PM - 4:00 PM	DEP Programmatic Updates and Closing Remarks
4:00 PM	<i>Adjourn</i>

APPENDIX C3



**STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION**



**2011 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 - 9:40 AM	Legislative Update
9:40 AM - 10:20 AM	Office of the Attorney General: Review of Court Cases <ul style="list-style-type: none">▪ Appellate Court
10:20 AM - 10:30 AM	Break
10:30 AM - 11:15 AM	Office of The Attorney General: Review of Court Cases Continued <ul style="list-style-type: none">▪ Superior 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	Water Quality and Pollution: Impacts to and Benefits of Wetlands
2:00 PM - 2:15 PM	Break
2:15 PM - 3:00 PM	DEP Stormwater Permitting and Enforcement Section: State Permit Programs – Small MS4s and Construction General Permit Renewal
3:00 PM - 3:15 PM	Additional Questions
3:15 PM – 3:30 PM	Program Wrap-up
3:30 PM	Adjourn

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APPENDIX C4



Connecticut Department of
**ENERGY &
ENVIRONMENTAL
PROTECTION**

Municipal Inland Wetland Commissioners Training Program Segment 3 – October / November 2011

Connecticut's Inland Wetlands and Watercourses Act:
Connecticut's Soils

AGENDA

8:30 AM - 9:00 AM	Registration / Sign-in and Coffee
9:00 AM - 9:15 AM	Welcome
9:15 AM - 10:15 AM	An Overview of Soils
10:15 AM - 10:30 AM	Break
10:30 AM - 11:15 AM	The Web Soil Survey and Interpretations
11:15 AM - 12:00 PM	The Relationship of Soils to Stormwater and LID Development Techniques
12:00 PM - 12:15 PM	Additional Questions and Morning Wrap-up
12:15 PM - 1:00 PM	Lunch
1:00 PM - 3:30 PM	Field (three pits, approximately 30 minutes/pit)
3:30 PM – 4:00 PM	Program Wrap-up

Packet materials, and additional information, can be found under the *training* link at www.ct.gov/deep/inlandwetlands

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www.ct.gov/deep
Affirmative Action/Equal Opportunity Employer

APPENDIX D1

Municipal Inland Wetland Commissioners Training Program

2011 DEEP VOUCHER for SEGMENT 3

Town/City Name: «TownName» 2011 Segment 3 DEEP Voucher #: «TownID»

Participant Name: _____

Daytime Phone #: _____

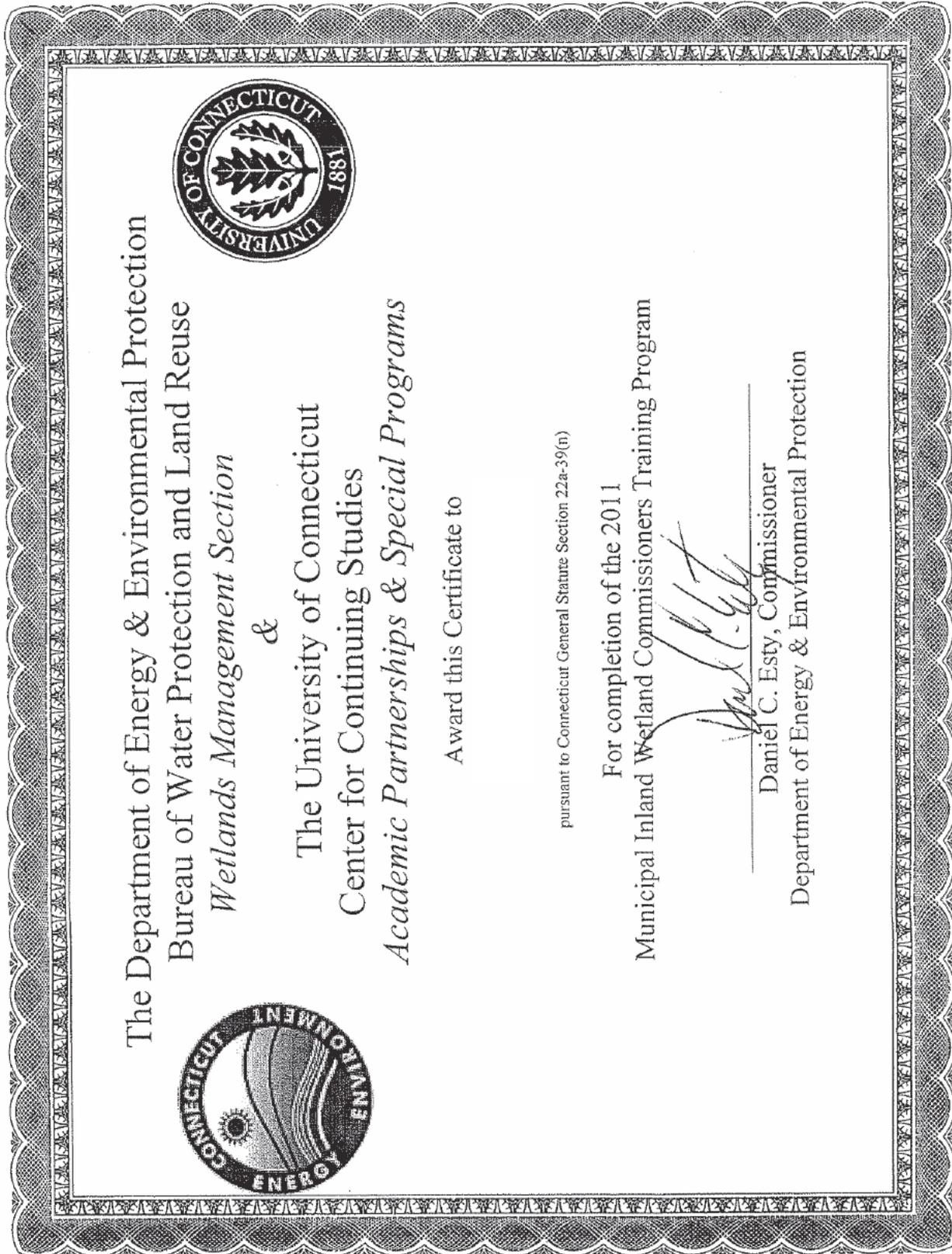
PLEASE PRINT

SEE INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE 2011 DEEP VOUCHER for SEGMENT 3:

- ♦ This voucher (CGS Sec. 22a-42(d)) authorizes **one** person from each town to register free of charge for Segment 3 of the 2011 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 *2011 Segment 3 DEEP Voucher #* printed on the reverse side of this voucher.
 3. Complete an on-line registration form and provide where requested the *2011 Segment 3 DEEP 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.htm>
- ♦ 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 the DEEP Wetlands Management Section at (860) 424-3019.

APPENDIX E



APPENDIX F

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

Services provided by CCS included: 1) receiving telephone, FAX, mail, or in-person registration; 2) accepting cash, check, money order, credit card or DEEP 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 Energy & Environmental Protection (DEEP)

DEEP staff handled: 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

2011 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: _____

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 Hogan Lecture Hall
 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:

