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DEPARTMENT OF  
ENVIRONMENTAL PROTECTION  
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Hartford, CT 06106-5127

Gina McCarthy, Commissioner

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# Municipal Inland Wetland Commissioners Training Program

*2005 Summary Report*

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Inland Water Resources Division  
Bureau of Water Protection &  
Land Reuse  
[www.ct.gov/dep](http://www.ct.gov/dep)

January 2009



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# Municipal Inland Wetland Commissioners Training Program

## *2005 Summary Report*

### **Introduction**

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Connecticut's Inland Wetlands and Watercourses Act (IWWA), Connecticut General Statutes (CGS) Section 22a-36 through Section 22a-45, delegates the authority to regulate inland wetlands and watercourses to municipal inland wetlands agencies. The IWWA also mandates the Connecticut Department of Environmental Protection (DEP) to develop a comprehensive training program for inland wetlands agency members<sup>1</sup>. The intent of the program is to provide training and guidance to wetlands agencies regarding both the law they are implementing and the resources they are protecting. The training program is known as the Municipal Inland Wetland Commissioners Training Program and has been conducted since 1987 (see Appendix A for a history of the training program). This report describes and summarizes the 2005 Municipal Inland Wetland Commissioners Training Program.

### **The 2005 Municipal Inland Wetland Commissioners Training Program**

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The 2005 Municipal Inland Wetland Commissioners Training Program was announced to all municipal inland wetlands agencies through a brochure. The brochure, which explained the training program and provided a description of the program's three segments, was mailed in February 2005. The brochure contained a registration form for both Segment I and Segment II. A second brochure was mailed to all municipal inland wetlands agencies in September 2005. The second brochure contained a more detailed Segment III program description and a registration form for that segment (see Appendices B1 and B2).

### ***Program Format and Content***

Segment I was titled "Connecticut's Inland Wetlands and Watercourses: *An Introduction to Principles and Practices*", and provided participants with the fundamentals of wetland and watercourse protection in Connecticut. Subject matter included: the identification of wetlands and watercourses, the statutory basis for regulating wetlands and watercourses, the role of municipal inland wetlands agencies, a brief overview of other regulatory programs relating to wetlands and watercourses, the functions and values of wetlands and watercourses, and a basic lesson in map reading and site plan review. The Office of the Attorney General, as well as the

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

DEP's Forestry Division and Inland Fisheries Division, assisted with Segment I. The segment was held during March and April at four locations: Kellogg Environmental Center, Derby; DEP Marine District Headquarters, Old Lyme; Bishop Center, University of Connecticut, Storrs; and Sessions Wood Wildlife Management Area, Burlington.

Segment II was titled "Connecticut's Inland Wetlands and Watercourses: *Legal Issues, Resource Management and Related Disciplines*". This advanced segment was recommended for all agency members and staff. Representatives from the Office of the Attorney General provided a review of the 2004 amendments to the IWWA, a discussion of 2005 legislation, and a summary of pending court cases. The Office of the Attorney General also provided a presentation on establishing permit fees and fee schedules to support expert assistance. They concluded their talk with a half-hour open question and answer session. Segment II also included a presentation by DEP staff on the *2004 Connecticut Stormwater Quality Manual*. The Segment II program was held during May and June at five locations: Kellogg Environmental Center, Derby; DEP Marine District Headquarters, Old Lyme; Sessions Wood Wildlife Management Area, Burlington; the Bishop Center, University of Connecticut, Storrs; and the University of Connecticut, West Hartford.

Segment III was titled "Connecticut's Inland Wetlands and Watercourses: *Soils - Natural or Disturbed?*". This program began with a series of indoor presentations providing participants with an understanding of the basic physical, chemical, and biological properties of soils. In addition, Segment III included an overview of the soil classification system with an emphasis on how human activities have disturbed natural soils. The second part of the program consisted of a field excursion to view exposed soil profiles. Staff of the U.S. Department of Agriculture, Natural Resources Conservation Service, and private consulting soil scientists assisted in conducting Segment III. The program was held during October on two dates in Derby; and on three dates in Tolland.

Participants at each segment were provided with a packet of information to share with their respective inland wetlands agencies, enabling training to extend beyond the segment participants, and to assist the agency in meeting the statutory requirement of Section 22a-42(d). The packets contained an agenda, lecture outlines, as well as other supporting information pertaining to the topics being discussed. Appendix C1 shows a list of presenters for the 2005 Municipal Inland Wetland Commissioners Training Program. Appendices C2 through C4 consist of the agendas for each of the training program segments.

### ***Attendance and Certificate of Completion***

The 2005 Municipal Inland Wetland Commissioners Training Program was attended by a total of 394 participants representing approximately 94 towns (See Appendix D1). Specifically 99 participants attended Segment I, 149 participants attended Segment II, and 146 participants attended Segment III. A participant is defined as a registered individual. Therefore, if an individual registered for Segment I and Segment II, the individual would be counted as two participants. For that reason it is interesting to note that there were 243 individuals who attended the 2005 training program. Of these individuals, 54 completed all three segments. Hence 54 certificates of completion pursuant to CGS Section 22a-39(n) were issued upon conclusion of the 2005 training program. (Appendix D2 shows a sample of the certificate.)

## ***Training Program Voucher***

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

Table 1 below summarizes participant attendance and participant use of the voucher during the 2005 Municipal Inland Wetland Commissioners Training Program. As noted previously, a participant is defined as a registered individual. Therefore, if an individual registered for Segment I and Segment II, the individual would be counted as two participants. It is worthy to note that nearly every town in attendance utilized the voucher to participate in some portion of, or the entire, 2005 training program. Most of these towns also paid for additional participants to attend the training program. It also appears that six towns in attendance (as noted in Appendix D1) may have paid for participation and not utilized the voucher. Finally, thirteen towns registered with the voucher but did not attend the program.

***Table 1. Participant Attendance During the 2005 Training Program***

<b>2005 Municipal Inland Wetland Commissioners Training Program</b>	<b>Total # of Attending Participants</b>	<b># of Attending Voucher Participants</b>	<b># of Attending Paying Participants</b>
Segment I	99	68	31
Segment II	149	83	66
Segment III	146	81	65
<b>TOTAL</b>	<b>394</b>	<b>232</b>	<b>162</b>

## ***Administrative and Financial Summary***

In order to conduct the 2005 Municipal Inland Wetland Commissioners Training Program in a professional and efficient manner, the DEP procured the University of Connecticut, College of Continuing Studies, Department of Professional Studies (DPS), 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 DPS and the DEP can be found in Appendix F.

Through a Memorandum of Understanding between the DPS and the DEP, it was agreed that a cost of \$30.00 per person per segment would cover the services provided by the DPS. Note that this cost does not include expense associated with the voucher, nor does it include the DEP in-kind services mentioned in Appendix F. The DPS accepted registration by voucher in lieu of payment. Consequently, the DEP was required to subsidize \$30.00 per voucher. Therefore, the DEP established a registration fee of \$50.00 for each segment. Charging an additional twenty dollars per segment enabled the DEP to apply these additional monies toward the voucher

registrant costs. The DEP kept registration fees low in order to attract participants in addition to those using the voucher. In addition to participant registration fees, funding sources for the 2005 Municipal Inland Wetland Commissioners Training Program included the DEP Wetlands Penalty Account (CGS Section 22a-44(b)) and U.S. Environmental Protection Agency grants.

Table 2 below shows the breakdown of the DPS costs incurred for the 2005 training program. Note that the DPS 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 registered number of participants, as opposed to the number of participants that attended the program (Table 1), is used when calculating the financial information as this reflects the actual costs the DPS charged to the DEP. Table 2 does not reflect DEP in-kind services. It is worth mentioning that in order to have covered all of the DPS costs associated with the 2005 training program; the DEP would have had to charge a fee of \$81.00 to each of the registered paying participants.

**Table 2. Participant Registration Financial Summary of the 2005 Training Program**

<b>2005 Municipal Inland Wetland Commissioners Training Program</b>	<b>Segment I</b>	<b>Segment II</b>	<b>Segment III</b>	<b>TOTAL</b>
Total # of Registered Participants	110	169	154	<b>433</b>
# of Registered Voucher Participants	71	84	90	<b>245</b>
# of Registered Paying Participants	39	85	64	<b>188</b>
Registration Fee	\$50.00	\$50.00	\$50.00	-
DPS Cost based on \$30.00 per Registered Participant	\$3,300.00	\$5,070.00	\$4,620.00	<b>\$12,990.00</b>
Total Receipts from Registered Paying Participants <sup>a</sup>	\$1,950.00	\$4,250.00	\$3,200.00	<b>\$9,400.00</b>
Participant Registration Costs Subsidized by DEP	\$1,350.00	\$820.00	\$1,420.00	<b>\$3,590.00<sup>b</sup></b>
Other DPS Expenses <sup>c</sup>	\$3,818.25	\$3,818.25	\$3,970.00	<b>\$11,606.50</b>
Balance DEP Paid to DPS	\$5,168.25	\$4,638.25	\$5,390.00	<b>\$15,196.50<sup>d</sup></b>

a: Receipts were payable to the DPS for program administration

b: Total cost does not reflect DEP in-kind services

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

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

## *Exit Questionnaires*

Participants in the 2005 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 81 questionnaires for Segment I, 94 questionnaires for Segment II, and 111 questionnaires for Segment III. The exit questionnaire asked participants to indicate whether they were commission members or staff. The breakdown of commissioners and staff for each segment, based on the exit questionnaires collected, is summarized in Table 3 below.

**Table 3.\* 2005 Training Program: Participant Category**

<b>2005 Municipal Inland Wetland Commissioners Training Program</b>	<b>Commissioner</b>	<b>Staff</b>	<b>Other / Did Not Indicate</b>
Segment I	55	15	11
Segment II	55	32	7
Segment III	54	45	12

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

The exit questionnaire also included questions to determine the quality of the segments, and to determine how the segments addressed the needs of the participants. One question asked participants to characterize the overall quality of the segments as excellent, good, fair, or poor. Table 4 below shows that 54% of the participants felt overall that the 2005 training program was excellent and 44% felt the program was good.

**Table 4.\* 2005 Training Program: Overall Quality**

<b>2005 Municipal Inland Wetland Commissioners Training Program</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Segment I	45	33	0	0
Segment II	44	48	1	0
Segment III	64	44	1	0
<b>TOTAL</b>	<b>153</b>	<b>125</b>	<b>2</b>	<b>0</b>

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

Another question asked participants to indicate, by categorizing as excellent, good, fair or poor, how the information presented met their expectations and corresponded to their needs. Table 5 below shows that 96% of the participants felt that the 2005 training program was excellent or good at meeting expectations and needs.



**Table 5.\* 2005 Training Program: Responding to Participant Needs**

<b>2005 Municipal Inland Wetland Commissioners Training Program</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Segment I	42	30	5	0
Segment II	37	53	3	0
Segment III	58	49	3	0
<b>TOTAL</b>	<b>137</b>	<b>132</b>	<b>11</b>	<b>0</b>

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

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## **Conclusions and Recommendations for Future Training Programs**

Upon completion of the 2005 Municipal Inland Wetland Commissioners Training Program, DEP staff analyzed exit questionnaire comments to determine if the program met the DEP's expected outcome, and to determine if the program provided agency commissioners and staff with a high-quality learning experience.

Segment I was tailored for the new agency member or staff person and was designed to be repeatable from year to year, enabling municipal inland wetlands agencies to count on a component of the program that will train new members. Of the exit questionnaires that were completed, 71% indicated they were municipal inland wetlands agency members. Of these members, 54% had been with their inland wetlands agency two years or less. It is interesting to note that of the exit questionnaires completed only 19% indicated they were staff of an inland wetlands agency. It appears that the Segment I training program is continuing to reach the population it is intended for, specifically, the new agency member. Based on these results DEP staff recommended that the Segment I format be maintained, and that it continue to be offered at four different locations/dates during the 2006 training program.

Segment II was designed to provide all agency members and staff with information on new legislation, new case law, a legal "hot topic", and a technical wetland related subject. Although overall program registrations were down from the prior year, participant attendance in Segment II was comparable to that of the 2004 training program. DEP staff and DPS staff believe that an email reminder notice aided in maintaining participant attendance in Segment II. The Segment I and Segment II brochure for the 2005 training program had been revised to request email addresses based on a 2004 training report recommendation. Just over half of the registered Segment II individuals provided email addresses. As registration takes place in February and Segment II is not held until the end of May and beginning of June, often registered individuals forget about attending Segment II. These "no-show" individuals prevent waitlisted and other interested persons from attending. Many participants that received the email reminder thanked staff for doing so and endorsed such email reminder notice for future Segment II programs. Therefore DEP staff recommended continuing to collect email addresses and sending Segment II reminder notices. Further, DEP staff recommended that Segment II continue to be offered on five different dates and locations during the 2006 training year.

Segment III was tailored for municipal staff and consisted of a technical field workshop on natural and disturbed soils. Based on completed Segment III exit questionnaires, 49% of the participants were agency members, 41% of the participants were municipal staff, and 10% were other individuals. This figure firmly emphasizes that agency members, in addition to agency staff, are greatly interested in technical field workshops. Due to the popularity of the 2005 Segment III subject matter (soils), it was decided that the program would be offered on five different dates/locations. Offering it five times as opposed to four would also allow the class size to remain small and promote a more hands-on learning experience. This was the 2003 training report recommendation but was not achieved in 2004 due to the fact that workshop speakers were unavailable. Further, due to the potential for a large waitlist, and due to the fact that a high number of individuals were wishing to complete the 2005 training program in order to receive a certificate of program completion, DPS staff emailed program attendees that had completed Segment I and Segment II to provide them with early notification of Segment III. This process worked well and all those wishing to receive a certificate were able to complete Segment III. DEP staff once again recommended offering Segment III on five different dates during forthcoming training programs, and to continue to vary the subject matter offered each year. DEP staff also recommended continuing to email a registration notice to those individuals that completed both Segment I and Segment II. Finally, it needs to be noted that the 2005 Segment III program was greatly affected by weather. For the first time since the three-segment approach was implemented during the 1997-1998 training program, one workshop date had to have the afternoon field component cancelled due to torrential rains, and other workshop dates had limited afternoon field sessions due to the weather. Nonetheless, participants enjoyed the program with 59% of Segment III exit questionnaires saying the quality of the course was excellent.

Overall, it is worthy to note that the 2005 training program received a quality rating of good or excellent by 99% of the program's participants. It must also be mentioned that comparison of *Table 2* with the same table from the 2004 training report shows that participant registration for the training program decreased by 184 individuals. Most of the decrease in registrations occurred in Segment I. DEP staff felt that one explanation for this was that many "newer" agency members had been trained during the 2004 program, and that municipal inland wetlands agencies did not have additional individuals joining them. Further, while DEP staff decided not to increase program fees during the 2005 training program, it was observed that due to additional and rising costs the DPS should have charged the DEP a fee of \$35.00 per registered individual rather than \$30.00. DPS will increase their fee to \$35.00 or more per registered individual during the 2006 training program. Therefore, DEP staff recommended increasing the program fee charged for the 2006 training program.

The DEP anticipates that the three-segment approach to training, with the incorporation of annual recommendations, will enable the DEP to continue to provide a successful program. All recommendations from the 2004 training program were successfully incorporated into the 2005 program. Additional comments and suggestions are welcome as the DEP continues to strive to provide a reliable, informative and quality Municipal Inland Wetland Commissioners Training Program. Please do not hesitate to contact the DEP's Wetlands Management Section at (860) 424-3019 or at 79 Elm Street, Hartford, CT 06106.

## Appendix A

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### **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.

As a result of the 1996 amendments, 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. In addition, the program needed to be restructured to better address the many other legislative changes made to the IWWA in 1996. 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 who have considerable experience with 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 program 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 2005 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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# 2005 Municipal Inland Wetland Commissioners Training Program



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### The 2005 Training Program

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

#### Who should attend?

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

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

#### Is pre-registration required?

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

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

Registration fees are refundable only if cancellation is received 48 hours prior to the start of the program. Please call the College of Continuing Studies business office at 877-892-8284 or 860-486-4905.

#### What happens if a program segment is cancelled or rescheduled?

The DEP reserves the right to cancel or reschedule

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

#### Are program registration fees waived for any reason? CT General Statute Section 22a-42(d) provides that the DEP waive program registration fees for one person from each town.

A voucher for Segment I & II of the 2005 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To be eligible for free registration, the person selected by his or her wetlands agency must include the original DEP voucher with the registration form that is sent to UConn. The voucher is not transferable and therefore participant substitution is not allowed for these registrants. For online registration use the voucher code to receive complimentary registration.

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

The Statute requires duly authorized wetland agents to complete the DEP's comprehensive training program before the above authority can be delegated to them by their inland wetlands agency. Agents who have completed all segments of a DEP Municipal Inland Wetland Commissioners Training Program offered annually since 1995 meet this requirement. Other agents must complete all segments of this or a future training program to meet this requirement.

#### How does one register for future training programs? Each year a brochure containing program information and a registration form for Segment I (and Segment II, as well as one voucher, are mailed to every municipal inland wetlands agency in February. A second brochure and voucher for Segment III are mailed in September.

Workshop Description	Registration Form - Wetlands	Segments I & II	Spring/Summer 2005
<p><b>March/April 2005 - Segment I</b></p> <p><b>Connecticut's Inland Wetlands and Watercourses: An Introduction to Principles and Practices</b></p> <p>This segment is designed for new agency members and staff, or for those agency members seeking a refresher of the Inland Wetlands and Watercourses Act. Participants will learn the fundamentals of wetlands and watercourse protection in Connecticut. Topics to be presented include the history of wetlands protection in Connecticut, the statutory basis for regulating wetlands and watercourses in Connecticut, the role of municipal inland wetlands agencies, the function and values of wetlands and watercourses, and a basic lesson in site plan review. Time permitting, the workshop will also provide an overview of other regulatory programs pertaining to wetlands and watercourses.</p>	<p>Please make a copy of this registration form for additional registrants.</p> <p>Name _____</p> <p>Social Security # _____</p> <p>Phone: Day (____) _____</p> <p>Evening (____) _____</p> <p>Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> Business</p> <p>Street _____</p> <p>City _____ State _____ Zip _____</p> <p>E-mail _____</p> <p>Please check the following as they apply to you.</p> <p>I am: <input type="checkbox"/> An appointed / elected member of my municipal Inland Wetlands Agency/Commission for the town of _____</p> <p><input type="checkbox"/> The authorized municipal Inland Wetlands Agent for the town of _____</p> <p><input type="checkbox"/> Submitting a DEP voucher for the town _____ of _____</p> <p>Please let us know if you require special services due to a disability: _____</p>	<p><b>Segment I:</b></p> <p><input type="checkbox"/> Tuesday, March 22 &amp; Thursday, March 24 Derby (2843) 6:30 PM - 9:30 PM</p> <p><input type="checkbox"/> Saturday, April 2</p> <p><input type="checkbox"/> Old Lyme (2874) 9:00 AM - 4:00 PM</p> <p><input type="checkbox"/> Monday, April 4 &amp; Wednesday, April 6</p> <p><input type="checkbox"/> Storrs (2875) 6:30 PM - 9:30 PM</p> <p><input type="checkbox"/> Saturday, April 9</p> <p><input type="checkbox"/> Burlington (2876) 9:00 AM - 4:00 PM</p> <p><b>Segment II:</b></p> <p><input type="checkbox"/> Saturday, May 21</p> <p><input type="checkbox"/> Derby (2853) 9:00 AM - 4:00 PM</p> <p><input type="checkbox"/> Wednesday, May 25</p> <p><input type="checkbox"/> Old Lyme (2877) 9:00 AM - 4:00 PM</p> <p><input type="checkbox"/> Thursday, June 2</p> <p><input type="checkbox"/> Burlington (2879) 9:00 AM - 4:00 PM</p> <p><input type="checkbox"/> Saturday, June 4</p> <p><input type="checkbox"/> Storrs (2880) 9:00 AM - 4:00 PM</p> <p><input type="checkbox"/> Friday, June 10</p> <p><input type="checkbox"/> West Hartford (2889) 9:00 AM - 4:00 PM</p>	<p>Certificate Group #2886</p> <p>Fee: \$50 per course section (includes materials and refreshments)</p> <p><input type="checkbox"/> DEP voucher # _____ enclosed.</p> <p><input type="checkbox"/> Check enclosed made payable to UConn.</p> <p><input type="checkbox"/> PO# _____</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover</p> <p>Card Number _____</p> <p>Exp. Date _____</p> <p>Signature _____</p> <p>Complete your registration form, enclose payment in full on DEP voucher and mail, fax or please to: Mail: University of Connecticut, Student Services Office One Bishop Circle, Unit 4056, Storrs, CT 06269-4056 Fax: 860-486-3845 Phone: 877-892-6364 or 860-486-4905</p> <p><b>Online registration:</b> Go to Professional Studies at <a href="http://www.professionalstudies.uconn.edu">www.professionalstudies.uconn.edu</a></p>
<p><b>October 2005 - Segment III</b></p> <p><b>Topic to be announced in the next brochure</b></p> <p>This segment is designed for municipal inland wetlands staff. The first part of the workshop will be conducted in the classroom and will consist of presentations and discussions on the chosen subject. The second part of the workshop will take place in the field. We will visit a nearby wetland and relate what was discussed during part one. The field portion will involve some walking. Please dress appropriately for the outdoors and weather. Topic information and registration for this segment will be available in September.</p>			
<p><b>May/June 2005 - Segment II</b></p> <p><b>Connecticut's Inland Wetlands and Watercourses: Legal Issues, Resource Management and Related Disciplines</b></p> <p>This segment is recommended for all agency members and staff. The workshop will begin with representatives from the Office of the Attorney General providing a review of pending court cases, as well as a discussion of any current legislative issues, including the 2004 amendments regarding wildlife and wetland regulation. The workshop will continue with a discussion of topical legal issues. Is your commission troubled by the lack of resources needed to obtain expert assistance? This</p>			



## Appendix B2

# 2005 Municipal Inland Wetland Commissioners Training Program Segment III



State of Connecticut  
Department of Environmental Protection  
79 Elm Street, Hartford, CT 06106-5127  
Gina McCarthy, Commissioner  
[www.dep.state.ct.us](http://www.dep.state.ct.us)

### The 2005 Training Program

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

#### Who should attend?

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

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

#### Is pre-registration required?

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

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

Registration fees are refundable only if cancellation is received at least 48 hours prior to the start of the program. Please call the College of Continuing Studies business office at 877-892-6264 or 860-486-4905.

#### What happens if a program segment is cancelled or rescheduled?

The DEP reserves the right to cancel or resched-

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

#### Are program registration fees waived for any reason? CT General Statute Section 22a-42(d) provides that the DEP waive program registration fees for one person from each town.

A voucher for Segment III of the 2005 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To be eligible for free registration, the person selected by his or her wetlands agency must include the *original DEP voucher* with the registration form that is sent to UConn. The voucher is not transferable and therefore participant substitution is not allowed for those registrants. For online registration use the voucher code to receive complimentary registration.

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

The Statute requires duly authorized wetland agents to complete the DEP's comprehensive training program before the above authority can be delegated to them by their inland wetlands agency. Agents who have completed all segments of a DEP Municipal Inland Wetland Commissioners Training Program offered annually since 1995 meet this requirement. Other agents must complete all segments of this or a future training program to meet this requirement.

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

## Workshop Description

### October 2005 - Segment III

#### Connecticut's Inland Wetlands and Watercourses: Soils - Natural or Disturbed?

Segment III is designed for municipal inland wetlands agents, enforcement officers or other staff. This all-day program will provide participants with an overview of soil science with an emphasis on disturbed soils. Staff of the U.S. Department of Agriculture, Natural Resources Conservation Service and private consulting soil scientists will assist with this workshop.

The day will begin with a series of indoor presentations aimed at providing participants with an understanding of the basic physical, chemical and biological properties of soils including natural soil horizons. The presentations will also include an overview of the soil classification system. How we have disturbed our landscape and the effect on our soils will be emphasized. The second half of the day will take place in the field where we will review exposed soil profiles.

Segment III will be held at two different locations - Derby, Connecticut and Tolland, Connecticut. The Derby location will provide participants exposure to natural and disturbed soils associated with the development of a state park. Both upland and wetland soils will be evaluated. **Participants will be required to undertake a 5-10 minute drive to the field site. DEP will not be providing transportation therefore carpooling is strongly recommended.** Maps will be provided. Please refer to the registration form for date offerings.

The Tolland location will provide participants exposure to natural and disturbed soils associated with past agricultural uses. This location will primarily focus on wetland soils and will show the influence of Triassic (red) parent material. **The classroom facility and field site are located on the same property.** Please refer to the registration form for date offerings.

The program will be held rain or shine, however in the case of severe weather, the afternoon field portion may be canceled. The field portion will involve walking on uneven terrain. Please wear suitable footwear, dress appropriately for the weather, and remember to bring your own lunch.

### Program Details

- ▲ This workshop will be held rain or shine.
- ▲ The field portion will involve walking on uneven terrain. Please wear suitable foot wear and dress appropriately for the weather.
- ▲ In the case of severe weather, the afternoon field portion may be canceled.
- ▲ Due to the popularity of this program, please cancel (at 877-892-6264 or 860-486-4905) if you cannot attend so that we may notify the next person on the waiting list.
- ▲ Cancellation must be received at least 48 hours prior to the start of the program for refund.
- ▲ Coffee and pastry will be provided in the morning, however, please remember to bring your own lunch or to be prepared to purchase one at a near-by establishment.

## Registration Form Wetlands Segment III

Fall 2005

Please make a copy of this registration form for additional registrants. Certificate Group #2886

Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_

Evening (\_\_\_\_) \_\_\_\_\_

Preferred Mailing Address:  Home  Business

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Fee: \$50 per person, per course section  
(includes handouts and refreshments)

DEP voucher # \_\_\_\_\_ enclosed.

Check enclosed made payable to UConn.

PO# \_\_\_\_\_

VISA  MasterCard  Discover

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

All workshops will be conducted from 9:00 AM to 4:00 PM with registration check-in and refreshments at 8:30 - 9:00 AM.

Please check the date and location you wish to attend:

- Wednesday, October 12  
Kellogg Environmental Center, Derby (3188)
- Saturday 10/15  
Kellogg Environmental Center, Derby (3190)
- Wednesday 10/19  
Tolland County Agricultural Center, Tolland (3191)
- Friday 10/21  
Tolland County Agricultural Center, Tolland (3192)
- Saturday 10/29  
Tolland County Agricultural Center, Tolland (3193)

Complete your registration form, enclose payment in full or DEP voucher and mail, fax, or phone at:  
Mail: University of Connecticut, Student Services Office  
One Bishop Circle, Unit #056, Storrs, CT 06269-4056  
Fax: 860-486-3845  
Phone: 877-892-6264 or 860-486-4905

Online registration  
Go to Professional Studies at [www.professionalstudies.uconn.edu](http://www.professionalstudies.uconn.edu)



## Appendix C1

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### *LIST OF PRESENTERS*

#### **SEGMENT I**

Janet Brooks  
Assistant Attorney General

Brian Murphy  
DEP Inland Fisheries Division

Darcy Winther  
DEP Inland Water Resources  
Division

Doug Emmerthal  
DEP Forestry Division

Donald Mysling  
DEP Inland Fisheries Division

David Wrinn  
Assistant Attorney General

Jennifer Hockla  
DEP Forestry Division

Steven Tessitore  
DEP Inland Water Resources Division

Patricia Horgan  
Assistant Attorney General

Judd White  
DEP Forestry Division

#### **SEGMENT II**

Janet Brooks  
Assistant Attorney General

John Rozum, AICP  
Director, CT NEMO Program

Darcy Winther  
DEP Inland Water Resources  
Division

Cheryl Chase, P.E.  
DEP Inland Water Resources  
Division

Steven Tessitore  
DEP Inland Water Resources  
Division

David Wrinn  
Assistant Attorney General

Patricia Horgan  
Assistant Attorney General

#### **SEGMENT III**

Margie Faber  
NRCS Assistant State  
Soil Scientist

Shawn McVey  
NRCS Assistant State  
Soil Scientist

Deborah Surabian  
NRCS Soil Scientist

Kip Kolesinskas  
NRCS State Soil Scientist  
Division

Charlie Morgan  
NRCS Soil Conservationist

Steven Tessitore  
DEP Inland Water Resources

Lisa Krall  
NRCS IRT Soil Interpretation  
Specialist

Donald Parizek  
NRCS Field Soil Scientist

Darcy Winther  
DEP Inland Water Resources  
Division

Dr. Harvey Luce  
Consulting Soil Scientist

Thomas Pietras  
Soil and Wetland Scientist

## Appendix C2



**STATE OF CONNECTICUT**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**



**2005 MUNICIPAL INLAND WETLAND  
COMMISSIONERS TRAINING PROGRAM**

### SEGMENT I

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

### AGENDA

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

## Appendix C3



# STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION



## 2005 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM

### SEGMENT II

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

### AGENDA

8:30 AM - 9:00 AM	Registration
9:00 AM - 9:15 AM	Welcome and Introduction
9:15 AM - 10:00 AM	Presentation by the Office of the Attorney General: <ul style="list-style-type: none"><li>- Review of the 2004 Amendment to the Inland Wetlands and Watercourses Act</li><li>- Definition of Regulated Activity / Upland Review Area Regulation</li></ul>
10:00 AM - 10:15 AM	Break
10:15 AM - 11:00 AM	Presentation by the Office of the Attorney General: <ul style="list-style-type: none"><li>- Establishing Permit Fees and Fee Schedules to Support Expert Assistance</li></ul>
11:00 AM - 12:00 PM	Open Question and Answer Session
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:45 PM	An Overview of the 2004 Connecticut Stormwater Quality Manual
1:45 PM - 2:00 PM	Break
2:00 PM - 2:45 PM	An Introduction to Stormwater Treatment Practices
2:45 PM - 3:15 PM	Open Question and Answer Session
3:15 PM - 3:30 PM	Wrap-up and Adjourn

## Appendix C4

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### STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION



2005 Municipal Inland Wetland Commissioners Training Program

#### Segment III

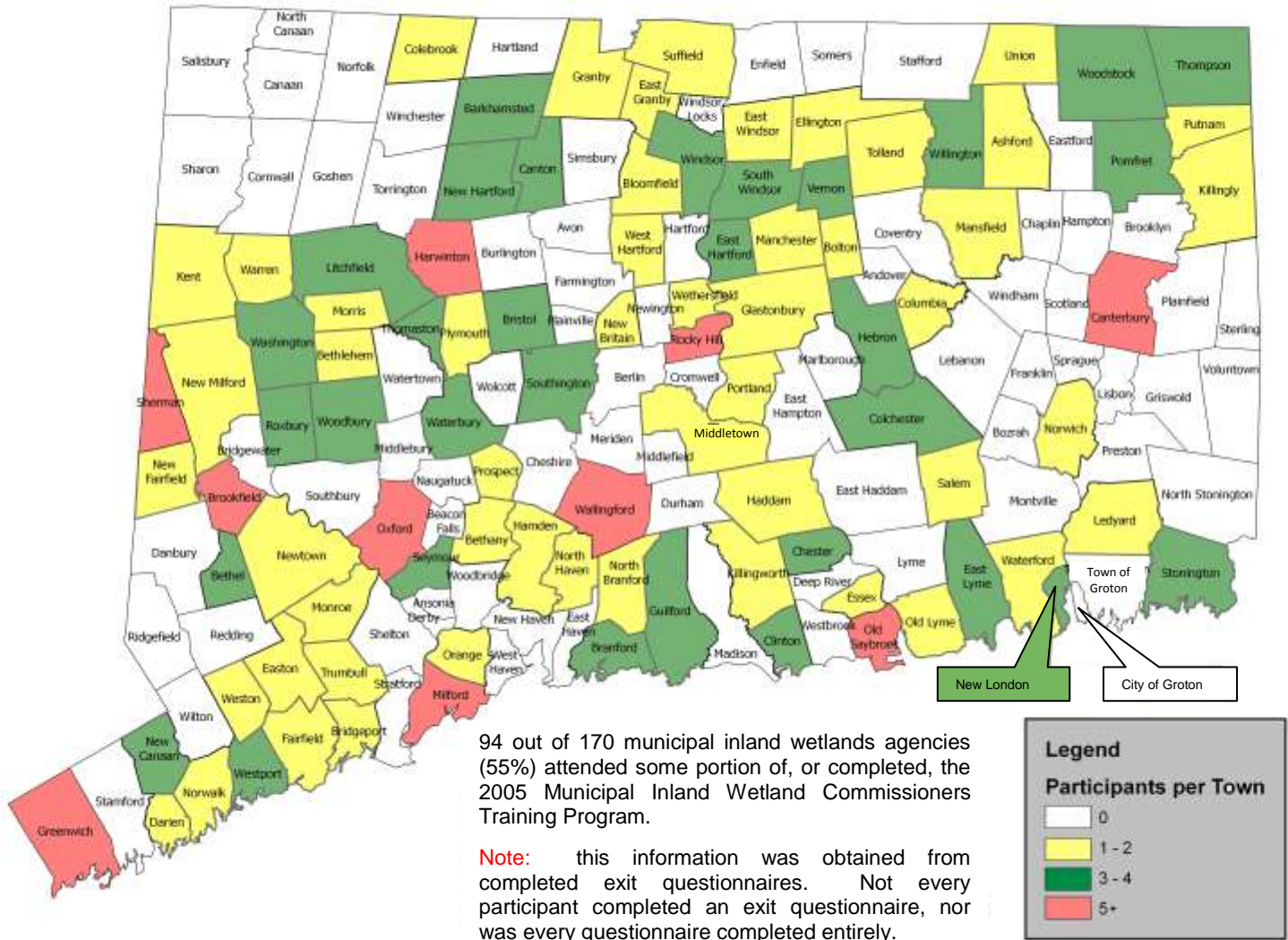
#### CONNECTICUT'S INLAND WETLANDS AND WATERCOURSES: *SOILS - NATURAL OR DISTURBED?*

#### AGENDA

8:30 AM - 9:00 AM	Registration
9:00 AM - 9:15 AM	Welcome and Introduction
9:15 AM - 9:45 AM	Soils Introduction: Natural Soil Horizons and Properties
9:45 AM - 10:30 AM	Overview of the Soil Classification System
10:30 AM - 10:45 AM	Break
10:45 AM - 11:30 AM	Landscape Modifications and Disturbed Soils
11:30 AM - 11:45 AM	Definitions of a Soil Scientist
11:45 AM - 12:00 PM	Questions and Review Afternoon Field Session
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:15 PM	Drive/Walk to Afternoon Field Site
1:15 PM - 3:15 PM	View Four Soil Pits (approximately 20 minutes each pit)
3:15 PM - 3:30 PM	Assemble as One Group
3:30 PM - 4:00 PM	Questions, Wrap-up and Adjourn

## Appendix D1

### MUNICIPAL ATTENDANCE 2005 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM



## Appendix D2



## Appendix E

### Municipal Inland Wetland Commissioners Training Program 2005 DEP VOUCHER for SEGMENT III

Town/City Name: NORWALK      2005 Segment III DEP Voucher #: DEP-103

Participant Name: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

PLEASE PRINT

SEE INSTRUCTIONS ON REVERSE SIDE

#### INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE 2005 DEP VOUCHER for SEGMENT III:

- This voucher (CGS Sec. 22a-42(d)) authorizes one person from each town to register free of charge for Segment III of the 2005 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 2005 Segment III DEP Voucher # printed on the reverse side of this voucher.
  3. Complete an on-line registration form and provide where requested the 2005 Segment III DEP Voucher # printed on the reverse side of this voucher. For on-line registration go to the following address: [www.continuingstudies.uconn.edu](http://www.continuingstudies.uconn.edu)
- Photocopies and faxes of this voucher will not be accepted.
- Remember to make a copy of this voucher and the registration form for your records.
- If you have any questions contact Darcy Winther, DEP Wetlands Management Section, at (860) 424-3019.

RECEIVED  
SEP 30 2005  
STUDENT SERVICES

## **Appendix F**

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### **Services Provided by the University of Connecticut, College of Continuing Studies, Department of Professional Studies (DPS)**

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

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

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



## Appendix G

2005 Municipal Inland Wetland Commissioners Training Program Segment Evaluation  
College of Continuing Studies, Professional Studies / DEP  
Thank you for taking the time to fill out this evaluation form.

**Which segment are you evaluating? (Check one only)**

- Segment I       Segment II       Segment III

**Location of course (Check one only)**

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

**I am attending training as**

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

**How long have you been a member of your Inland wetland commission? (select one)**

*Please leave blank if you are not an inland wetland commission member*

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

**Check one box only per question**

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

Continued on back side.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

