

ANDROSCOGGIN LAND TRUST  
**FEE LAND MONITORING PROCEDURES**

The purpose of the Androscoggin Land Trust's Fee Land Monitoring Program is to ensure the long term protection of the conservation values of the Land Trust's owned properties. Under the direction of the Stewardship Director, fee land monitoring is a year-round volunteer driven program designed:

- To maintain a positive relationship with the community that benefits from the conserved properties,
- To monitor property boundaries and the activities of abutting landowners that might have an impact on fee lands,
- To monitor and document public usage of fee lands and its impacts,
- To monitor and document the condition of fee land infrastructure such as signs, gates and information kiosks, and
- To observe and document ecological changes on fee lands.

Annual Fee Land Monitoring Program

Monitoring of the Land Trust fee lands is a year-round activity. Volunteer stewards are responsible for visiting their assigned fee lands throughout the year on a schedule suited to the particular size and pattern of public use of each fee land. Although each visit does not have to involve a complete walk of the property, stewards should maintain an awareness of the overall status and patterns of use on their assigned fee land property.

Formal monitoring of fee lands occurs once every year, in the fall after the leaves drop and before deer hunting season opens. Volunteer stewards complete and submit a *Fee Land Property Visit Report* to the Stewardship Director after the inspection. Additionally, volunteer stewards are asked to monitor their property each spring, but will not need to submit a field report unless there is an urgent problem or issue that needs to be addressed.

Schedule of Fee Land Monitoring Procedures

The annual procedures for fee land monitoring are summarized as follows:

- Routine Visits: Throughout the year, volunteer stewards check in on the status of their assigned fee land by doing site walks and drive-bys on a routine basis.
- Notice of Spring Monitoring: On April 1<sup>st</sup> of each year, the Stewardship Director sends all fee land volunteer stewards a letter reminding them of the need to conduct a spring visit to their assigned property.
- Spring Monitoring: Each volunteer steward conducts a thorough inspection of the property and will contact the Stewardship Director if there are issues of concern. Prior to the inspection visit, the volunteer steward reviews the management plan folder for the property.
- Notice of Fall Monitoring: On September 1<sup>st</sup>, the Stewardship Director sends to all fee land volunteer stewards a copy of *Volunteer Land Monitoring Instructions* and a copy of the *Fee Land Property Visit Form*.
- Fall Monitoring: Between September 15<sup>th</sup> and November 1<sup>st</sup>, fee land volunteer stewards inspect their assigned property and return the monitoring form to the Stewardship Director. Prior to the inspection visit, the volunteer steward reviews the *Volunteer Land Monitoring Instructions* and the management plan folder for the property.

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- **Monitoring Follow-up:** If conditions on the property are not in compliance with the conservation purposes of the property, the Stewardship Director should promptly notify the Stewardship Committee Chairman and Executive Director of the Land Trust. If needed, additional information to clarify any issues and complete a final satisfactory report will be collected at the direction of the Executive Director.
- **Stewardship Committee Review:** The Stewardship Director reviews all reports and will provide a summary to the Stewardship Committee.
- **Record Keeping:** The Stewardship Director will place the original *Fee Land Property Visit Form* and any related correspondence in the office folder for the property and a scan of the original monitoring report will be made for the digital file. Volunteer stewards should not add report copies to the management plan binders that they hold.

Monitoring Database

ALT maintains a database that stores current contact information for each of the volunteers assigned to monitor and steward a given fee property. The Stewardship Director is responsible for ensuring that this database is maintained with current information.