Steward Reporting Process

Overview - Steward Reporting Process

- Steward Report is Submitted Annually
  - Late Fall to Mid Spring are the best times to visit your parcel
- Avenza Maps was introduced as an aid to navigating a parcel in 2024
- Avenza can be used in association with the Parcel Survey map that should have been issued when the parcel was assigned
- Three ways to submit the report
  - Fill out and submit on-line
  - Obtain report print out, complete, scan/photograph and email
  - Obtain report print out, complete, and snail mail to the FLT Office or drop off
- Pictures or any supporting information can be attached to the on-line report submission, attached to the email, or included with the paper copy

Summary of One Year Experience with Avenza

- Helpful in finding property corners
  - Especially those that have been marked, but are overgrown
  - If not marked or pin is obscured, it is getting us in the ballpark
    - We have then been successful in some situations in finding the pin with a metal detector or by naked eye
- Helpful in assisting in identifying possible encroachments
- When multiple boundary markings exist, helpful in identifying the ones for a land trust parcel
  - Identified where mowing was occurring on non land trust property

Continuing This Year

- Avenza Maps are Available on the Farmington Land Trust Website
  - No longer need to contact the office to obtain a map for a parcel
  - Maps for all parcels exist, but some parcels may be grouped with other contiguous parcels.
- Existing process if issues with the Boundary Review or Encroachment and Other Issues
  - Steward should mark up a paper copy of a map to indicate where on the parcel a particular issue exists, and note the type of issue

Potential Inclusion of a marked-up Parcel Map with the Steward Report

- If problems are found during Boundary Review, we would like you to include a parcel map showing the location of issues

- This would include things like missing pins, survey posts, FLT property signs, overgrowth, and encroachments to name a few

- We feel that this will improve communication between the individual Stewards and the Stewardship Committee so that action can be taken to address the issues noted.

- There is no restriction on what you can report on a map, but please note we are most interested in understanding where we have Boundary and Encroachment issues.

Steward Reporting Process Flow
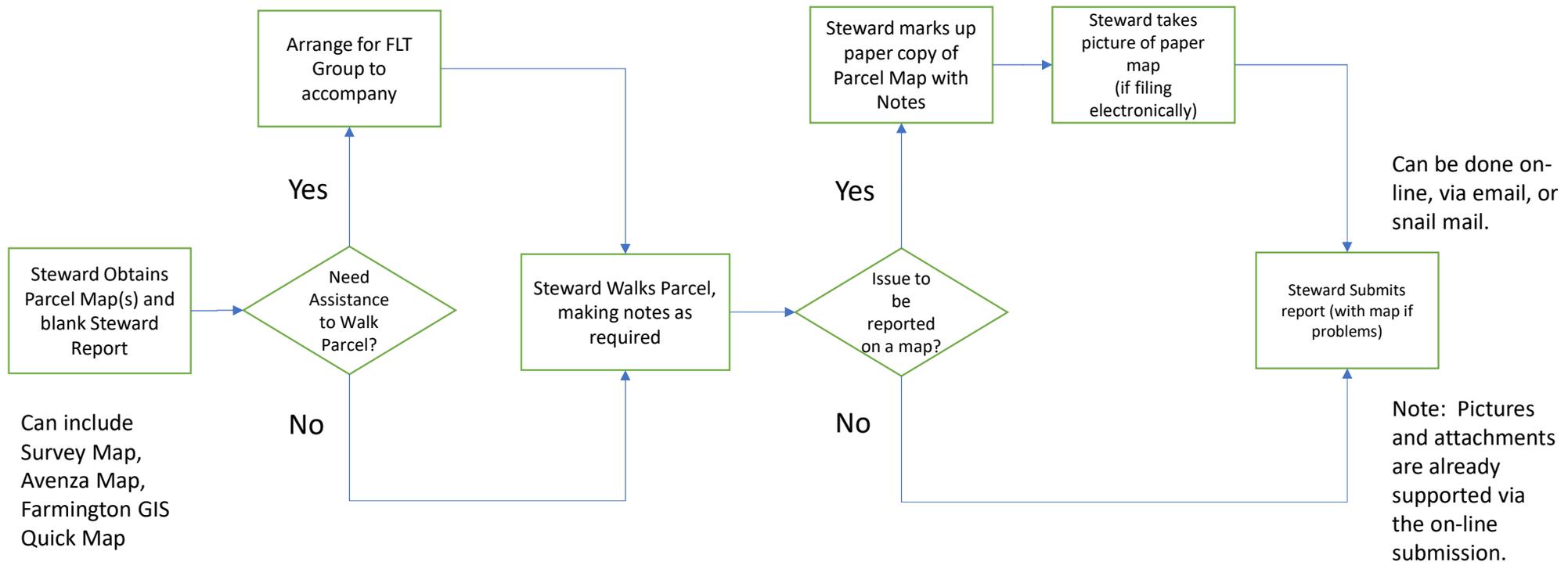
When Would We Like You To Submit a Marked-Up Map?

- The items highlighted in red are the items that we would like identified on a map
- Depending where on the boundary the problem is found will influence the severity

Parcel Information

Check off what best applies. Use a separate sheet to discuss concerns and observations.

Boundary Review	Serious	Moderate	Slight	Absent
1. Unfound or missing pins or other boundary markings	○	○	○	○
2. Lack of survey posts[1]	○	○	○	○
3. Lack of FLT property signs[2]	○	○	○	○
4. Overgrowth impedes boundary review	○	○	○	○

Encroachment and Other Issues	Serious	Moderate	Slight	Absent
1. Encroachment by adjacent property owners[3]	○	○	○	○
2. Trash	○	○	○	○
3. Campfires	○	○	○	○
4. Graffiti	○	○	○	○
5. Other vandalism	○	○	○	○
6. Erosion from other properties or from a stream	○	○	○	○
7. Fallen trees over trails, fences, or roads	○	○	○	○
8. Trespassing (if no public access)	○	○	○	○
9. Pets off leash	○	○	○	○

Examples of Boundary Markings

Rebar
Pin

Concrete
Monument

Metal
Pipe

Sometimes the marker is flush with the ground, or even below the surface, making it hard to find.

Example of a Survey Post

- A Survey Post is a steel post that makes it easier to find the boundary marker
    - They preferably have a Diamond FLT sign attached
- You frequently may encounter a Property Corner marker without a Survey Post
    - If this is in a critical area (borders other non FLT properties), then you should report it

Examples of Diamond Signs

- These signs are posted at the top of a Survey Post
- They are also used along the border of a property, attached to trees on the FLT side of the property line to mark the border

Other Items to Report on a Map

- Overgrowth Impedes Boundary Review
- Encroachment is any unauthorized activity
  - Dumping of any kind, including lawn clippings, leaves, branches
  - Mowing, tree removal, extension of lawn, etc.
- You can use your discretion on what to report on a map
- Report it if you think FLT should take some action

Example Steward Report (Actual Report)

Attached Map with Comments
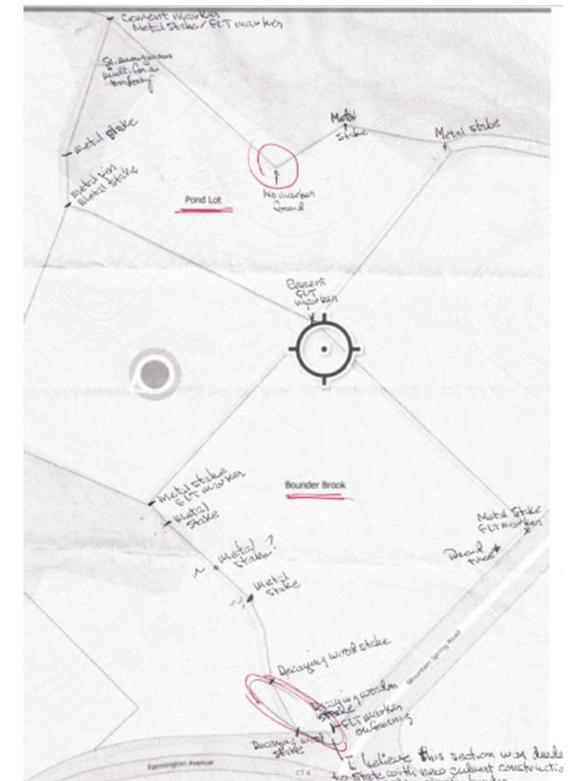
Processing the Steward Reports

- The Stewardship Committee will review Steward Reports as submitted

- Executive Director and Stewardship Chair will be notified of potential encroachments

- Other issues will be prioritized by the Committee
  - Not every issue reported can be addressed

- One goal is to work the Survey Post and Signage issues in a timely manner
  - This can be done with the Steward if desired