

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
- Last year Avenza Maps was introduced as an aid to navigating a parcel
- 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

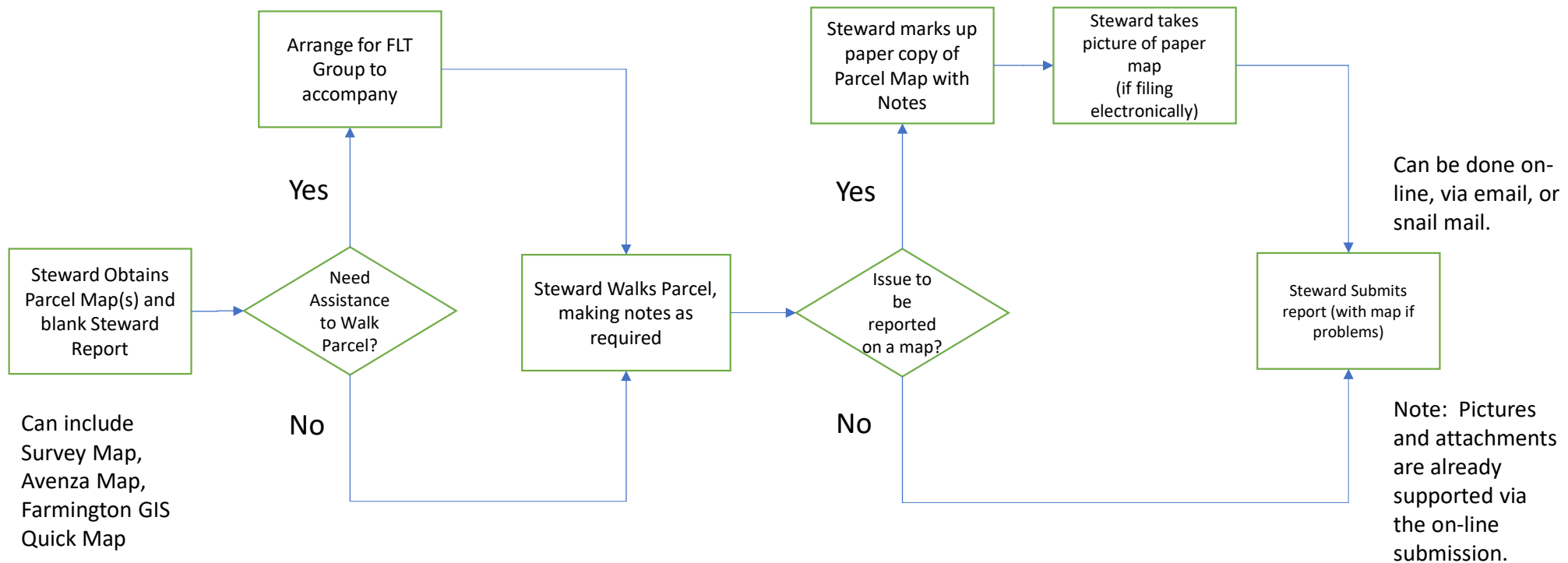
New For This Year

- 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.
- Slightly new 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

New Process for 2025 – Potential Inclusion of a marked-up Parcel Map with the Steward Rpt

- 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.

Revised 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Lack of survey posts ¹	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Lack of FLT property signs ²	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Overgrowth impedes boundary review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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 from 2024

Farmington Land Trust Steward Report

Date: 3/14/24

Steward(s): Henry Marsh

Parcel Name: Pond Lot

Last Visit: 3/14/24

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	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Lack of survey posts ¹	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Lack of FLT property signs ²	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4. Overgrowth impedes boundary review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

Invasives	Serious	Moderate	Slight	Absent
1. Asiatic Bittersweet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Japanese Barberry	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Honeysuckle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Multiflora Rose	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Winged euonymus	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. Autumn olive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Japanese knotweed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Others (list under concerns and observations):	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

On a separate sheet, discuss concerns and observations from your parcel survey.

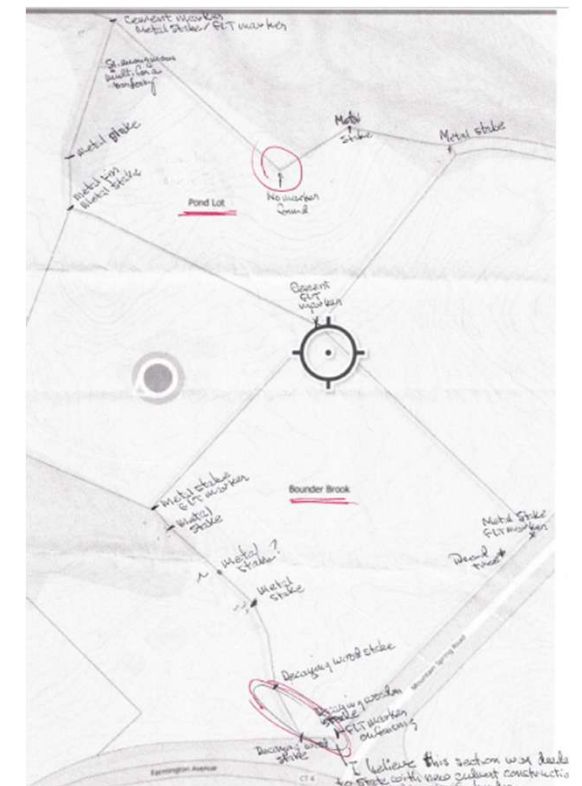
Concerns and Observations From Parcel Survey

Moderate poisoning in the pond lot field is controlled with the mowing (1-2x/yr by the Mosons).

Every year, mud, foras and barberry are weeded and limited to the NW corner of the wooded area of property.

Boundary — A single survey post ~~pin~~ is not located but it is at an important spot in the property.

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