

PROPERTY MONITORING FIELD GUIDE



Overview:

- Arrive at property, utilize past plans and visits, record any new changes to site
- Walk property boundary and other points of activity. Look for boundary markers and any possible changes such as encroachments (dumping, storage, etc.)
- Utilize LANDSCAPE on phone and desktop to record property monitoring

Necessary Materials:

- Hat, vest, and weather appropriate clothing (long sleeves, hiking boots, etc)
- Water and personal items (including necessary personal protective equipment)
- Garbage bag and gloves to pick up and dispose of trash
- CCF Car Sign
- Folder and maps
- CCF loaned iPad & Verizon hot spot if needed

Things to keep in mind

- Safety first!
- Tell a trusted individual when and where you will be monitoring
- Wear your safety vest especially during hunting season
- Beware of ticks and poison ivy
- Ensure you are following COVID-19 state regulated protocols (hand sanitizer wipes and masks can be provided if needed)

Private Property & Neighbors

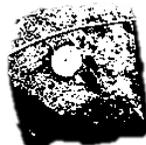
- Try your best to stay on CCF property and not encroach on private property
- If you see a neighbor while monitoring, explain that you are monitoring property for CCF (we can provide you with CCF business cards if neighbors have questions)
- Never call out a neighbor on possible encroachments, CCF staff will take proper action when monitoring is complete

Look for boundary markers:

- Concrete Bounds (CBs)
- Wooden stakes
- Iron pipes
- Capped rebar

Photograph changes:

- New or altered boundary markers
- Lawn encroachment
- Natural changes
- Invasive species



Land conservation software
LANDSCAPE

General Directions:

- Sign up for LANDSCAPE and sign into app
- Search for Stewardship site name (ex. "Devine")
- Click on *Site* to view Site Visit Geography
- Select *Create a New Site Visit*
- Enter type as *Annual Monitoring*
- Select *Start Visit*
- Click *Yes* to update start time
- Unselect *Track route of travel* to keep LANDSCAPE from drawing your path
- Begin walking boundary line
- Refer to past visits by toggling on the dated, oval shaped buttons under Site Visit Geography
- Ensure property bounds are still in place/remain unchanged from past visits
- Take photos when changes or new boundary markers are seen, by selecting the *Camera icon*
- Take photo, select *describe* to describe individual photo, click *keep*
- Continue to take photos to have multiple photos per photopoint
- Select newly created photopoint (yellow dot), click *edit*, add description to overall photopoint if necessary
- To add more photos within photopoint, select *add photo*
- Walk entire boundary and as much of the property as necessary
- Select *Trail* icon, scroll down and answer form questions
- Change Status of Site Visit to *Waiting*
- Return to browser/desktop version to edit if necessary



Contact Information:

- Emergency:
 - CHATHAM POLICE EMERGENCY: 911 OR (508) 945-1212
- Non-Emergency:
 - Chatham Police Non-emergency: (508) 945-1213
- Chatham Conservation Foundation:
 - Julie Baca (Land Steward): (508) 945-4084
 - Office: Mayo House: 540 Main Street, Chatham, MA 02633
 - Email: landsteward@ccfinc.org