

## Stewardship Policy

**Policy Statement:** All properties owned by WCT in fee and all properties on which WCT holds a CR shall be inspected and such inspections shall be documented at least annually. The Stewardship Committee shall conduct these inspections and present the findings to the Board of Trustees in July of each year. Such presentation shall include a copy of the "Inspections Log" which summarizes the status and results of the inspections for each property for the past 12 months. Any violations of the sanctity of ownership, or terms of the CR, shall be identified to the Board, along with recommendations for any appropriate action by the WCT. It is recognized that CR inspections are documented differently than Fee Properties but that the intent of the inspections is essentially the same: ensure the conservation of the land.

**Procedures:** Inspections may take place at any time during the calendar year; however, it is recommended that inspections take place when property lines are most clearly identified (i.e. when the vegetation is least). The inspectors shall consult Field Notebooks for prior inspection reports and maybe taken to the field for the inspections, if deemed useful.

**Field Notebooks:** The Field Property Notebooks are at the DPW office at 220 W. Main St. in Wellfleet and are stored on the file cabinet behind the AmeriCorps Cape Cod service member's desk. There are two types of notebooks: the Fee Property notebooks for those properties owned by the Wellfleet Conservation Trust; and the Conservation Restriction notebooks. The Fee Property notebooks are white and the Conservation Restriction notebooks are navy blue, both are organized by map region where the property is, not by property number.

### **Conservation Restrictions:**

#### Inspection Guidelines:

Conservation Restriction monitoring should happen annually for each WCT CR property. The property should be monitored and checked so that it is following the agreements made by the property owners and the WCT. These agreements can be found filed under the property's respective navy-blue notebook.

To begin the inspection process, the Trustee must notify the owner(s) of the property in which the Conservation Restriction is on, via email, in person, or by telephone call.

Information for the owner(s) of the property can be found in the Town of Wellfleet's database, and should be checked and updated. Once the Trustee has received permission to enter onto the property via a response, the Trustee will then conduct the CR inspection; if the owner(s) wish to accompany the inspection, mutually satisfactory arrangements should be made. Only one Trustee is required, but more Trustees may participate in the inspection and all must be aware of the terms of the CR. These terms can be found filed under that CR's respective property notebook section. The Trustee(s) may check out the field property notebook while conducting the inspection. The Trustee(s) must note in white binder labeled "WCT Field Property Notebook Check out" when checking out and returning the notebook. While conducting the inspection, the Trustee(s) will determine any need to take photos of the property and especially of any CR violations. The Trustee(s) must then fill out a physical CR Property Inspection Report sheet and file it in that CR's blue property field notebook with past Inspection reports. A copy of the Report should be sent to the owner.

In the case of Town of Wellfleet owned land, the CR inspection should be done in coordination with the Town's Open Space Committee (which has charge of such Town-owned lands). These inspections by the WCT can be performed less frequently.

## **Fee Property**

### Inspection Guidelines:

Fee property monitoring should happen annually for each WCT Fee property. The property should be monitored and checked for issues such as encroachment by abutters, dumping, or other disturbance.

Only one Trustee is required to conduct the inspection and must be conscious of issues to look for, but more than one Trustee may participate. The Trustee(s) may check out the field property notebook while conducting their inspection. The Trustee(s) must sign the white binder labeled "WCT Field Property Notebook Check out" when checking out and returning the notebook. While conducting the inspection, the Trustee(s) will determine the need to take photos of the property and of any violations. If there are no issues to document, the inspector will so note in the Inspection Log Sheet. If there are any issues of concern, the Trustee(s) must also fill out a physical Fee Property Inspection Report sheet. If an inspection report is created, it should be filed in the property field notebook with past Inspection reports.

Attached documents:

- CR Inspection report template
- Fee Property Monitoring report template
- The current Inspection Log