

VI. MAINE APPALACHIAN TRAIL CLUB OPERATIONS PLAN

The Action Plan states the manner in which the Maine Appalachian Trail Club intends to fulfill its responsibilities for the management of the Appalachian Trail in Maine. This chapter describes the fiscal years under which the MATC, ATC, NPS, and State agencies operate and lists the Club's Standard Operating Procedures, which shall remain in effect indefinitely, with the understanding that they will be revised from time to time according to need. Plans for the next five years are presented in Appendix G1. Current and historical data about the A.T. in Maine, useful to planning, are presented in Appendix G2. The Five Year Plan shall be reviewed annually, revised as necessary according to updated information and priorities, and extended for one year so that it always offers an overview of tasks to be accomplished during the next five years. In addition to the need to plan for Club activities, the plan now serves also to meet the needs of those National Park Service five-year capital project items for which the Club will seek NPS funding.

A. FISCAL YEARS

The MATC operates on a fiscal year of 1 April - 31 March, an interval that is consistent with planning for work during our normal field season of approximately 1 May - 1 November. Both the annual review of the Five Year Plan and discussion of the Annual Plan shall be initiated by the MATC at its January Executive Committee meeting and shall be completed, with the appropriate involvement of management partners, in time for presentation at the Club's annual business meeting in April. Field work called for in the Annual Plan shall be accomplished between 1 May and 1 November, with final reports to be prepared in time for the following January Executive Committee meeting and to be used in planning for the next fiscal year.

The Federal Government operates on a fiscal year of 1 October - 30 September. Annual reports (such as those required under the VIP agreement) for NPS purposes must relate to this convention. The State of Maine operates on a fiscal year of 1 July - 30 June. Funding requests to State agencies should be proposed in the summer, because agencies submit their budget proposals to the Governor in the early fall. The deadline for ATC's LL Bean Grants-to-A.T.-Clubs program is announced late in each calendar year and usually falls in January or February for grants that year. Proposals are reviewed by a committee of representatives of ATC's four regional partnership committees and one staff member from each ATC regional office.

The National Park Service must prepare five-year budgets for capital projects. The Maine Appalachian Trail Club must prepare five-year plans to submit, through the ATC to the NPS, if the Club intends to seek NPS funding for major Trail work projects such as those carried out by the Maine Trail Crew.

B. MATC STANDARD OPERATING PROCEDURES

These standard operating procedures are set forth here to indicate those actions that take place as a matter of course and need not be considered specifically in the development of the Five Year Plan. This is not intended to be a complete description of the structure of the Club or of the duties of its officers and maintainers. See Appendix C (Maine Appalachian Trail Club Governance) for further details.

Administration

The MATC is governed by a President, a Vice President, a Recording Secretary, a Treasurer, a Corresponding Secretary, an Overseer of Lands, five Overseers of the Trail, and eight Directors. This group, the Club's Executive Committee, meets regularly, according to a schedule that is specified in the Club's Bylaws, to conduct the business of the Club that is not a part of the regular duties of the individual officers or committees. Each Overseer may appoint an Assistant Overseer, whose term of office coincides with the Overseer.

A part-time employee, the Club Coordinator, reports to the MATC President and, as directed by the President, serves the Club's various committees to further the Club's programs and goals for protecting and maintaining the Appalachian Trail in Maine. The Club's Personnel Policies and Employee Handbook spell out the formal relations with the Club Coordinator and seasonal employees.

The Club holds an annual business meeting in April to approve the budget and to elect new officers and directors.

Committee Structure

Club planning and activities are facilitated through 15 standing committees (Figure 2). Twenty additional task areas are coordinated by individuals, as presented in Figure 3. Committee charges are presented below. Each committee is expected to report to the Executive Committee each January on its activities for the previous year.

Campsite Committee (Revised 3/6/2009)

The Campsite Committee shall consist of a Chair and 5-9 members, and has the following primary duties:

- Annually review conditions at 25% of the campsites,
- Prepare and maintain an inventory and 5-year plan for lean-to and campsite maintenance, repair, and replacement,
- Coordinate major repair projects at campsites,
- Evaluate the need and appropriateness of existing and new campsites,
- Maintain standards and guidelines for lean-tos, privies, and related campsite facilities,
- Educate and train overseers and campsite maintainers.

**Figure 2. Maine Appalachian Trail Club Standing Committee Structure
(Revised 1 March 2013)**

	PRESIDENT	
	EXECUTIVE COMMITTEE	
Campsite (Laura Flight)	Caretaker/Ridgerunner/Edu cation (C.A.R.E.) (Holly Sheehan)	Communications, Public Relations, Social Media (Doug Dolan)
Community Outreach	Development (Tim Fortune)	Finance (Tom Lewis)
Publications (Ray Ronan, Editor)	Kennebec River (Craig Dickstein)	Membership Services (Dick Welsh)
Personnel (Milt Wright)	MAINEtainer Newsletter (Jason Phelps, Editor)	Trail Crew (Lester Kenway)
Trail Center (Lester Kenway)	Training & Education (Craig Dickstein)	Wind Power (Tony Barrett)

All committees report to the Executive Committee.

Figure 3. Maine Appalachian Trail Club Individual Assignments (Revised 1-24-12)

Position Title	Duties
Baxter State Park Liaison <i>Bruce Grant</i>	Represent the MATC in periodic BSP "Listening Sessions"
Historian <i>Ray Ronan</i>	Responsible for collecting and maintaining the Club's archives, and for providing historical information of interest to the membership and others.
MATC representative to Maine Trails Advisory Committee <i>Holly Sheehan</i>	Attend meetings of the Committee to represent MATC views and report back to the Executive Committee
Local Management Plan Revisions <i>Dave Field</i>	Maintain and distribute revisions of the Club's LMP
LUPC Responder <i>Dave Field, Lester Kenway</i>	Receive and respond to notifications from LUPC

MAINEtainer Editor <i>Jason Phelps</i>	Assembles and publishes the Club newsletter, <i>The MAINEtainer</i> , four times yearly.
Myron Avery Collection Coordinator <i>(Ray Ronan and Dave Field)</i>	Oversees Club work with the Maine State Library on the Avery Collection
Privy Coordinator <i>(Laura Flight)</i>	Develop base line and annual surveys of physical data from each privy site to compare changes over the years. Explore and develop methods for improved methods of human waste disposal at MATC overnight sites.
Publicity <i>(Milt Gross)</i>	Publicizes volunteer & employment opportunities. Media outreach
Register Box and Data Entry Coordinator <i>Don Stack</i>	Determines location of register boxes, recruits volunteer monitors, collects registration forms and collates information for use by the Club
Representative to ATC's Regional Partnership Committee <i>Bruce Grant, with Don Stack as Alternate</i>	Represents MATC at semi-annual RPC meetings and committee work throughout the year
Shelter Construction Supervisor	<i>(As needed, specific to each new shelter.)</i>
Signs Coordinator <i>Louis Chartier</i>	Maintains records on Club signs, collects orders for new signs and sign replacements, distributes sign-making work to Club volunteers, collects and distributes signs to maintainers. Maintains records of sign work time for VIP report.
Snowmobile Association Contact	
Telecommunication Liaison <i>Ray Ronan</i>	
Trails Day Organizer	<i>Event specific – changes every year</i>

Volunteer Coordinator	Matches volunteer inquiries to compatible assignments
Web Master <i>David Theoharides</i>	Design and maintain the MATC's website
Winter Social Coordinator	
Workshop/Training Coordinator <i>Craig Dickstein</i>	Chainsaw, bog bridging, and other workshops that may be offered

Caretaker/Ridgerunner/Education (“CARE”) Committee

The Caretaker/Ridgerunner/Education Committee, consists of a Chair, the Club Coordinator, three site facilitators, representatives from the Bureau of Parks and Lands and the Appalachian Trail Conservancy, the Quartermaster, the Bigelow Col Volunteer Program

Coordinator, one past caretaker, the District Overseers who have a caretaker in their district, and the MATC President. The Committee is charged:

- 1) To provide caretakers and/or ridge runners at locations along the A.T. in Maine where there is high-use negative resource impact being experienced, and where a focused program of hiker education would make a positive contribution to the Trail experience.
- 2) To inspire responsible use of the A.T. in Maine by groups.
- 3) To provide off-trail Leave-No-Trace training to potential A.T. trip leaders, MATC staff, and MATC members.

Communications Committee (MATC Exec. Com. 3-3-13)

The MATC Communications Committee shall work together to provide information and news to members of the Club and to people outside MATC. The Communications Committee shall serve to keep members informed about club activities and serve to inform the general public about the activities and mission of the MATC. Specifically:

- Produce and distribute issues of the MAINEtainer newsletter to our membership.
- Maintain the MATC website as a source of information and enrichment about the Club.
- Utilize bulk e-mail to communicate with our members and interested people.
- Maintain our Facebook site to promote the MATC and provide information to those who are interested.
- Utilize our Twitter site to inform people about the MATC.
- All actions will be conducted by Best Practices and Guidelines provided by the Executive Committee.
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Community Outreach Committee (Under development)

Development Committee

The Development Committee shall consist of a chairperson, the MATC Treasurer and 3 - 7 additional members and has the responsibility of developing and providing steady and growing funding sources to support the planned management goals of the Club. The Development Committee will maintain a list of prospective donors and conduct a fundraising appeal on behalf of MATC each year. The chairperson shall also serve on the Club's Finance Committee. (MATC Exec. Com. 10-4-11) The Development Committee will maintain a list of prospective donors and conduct a fundraising appeal on behalf of MATC each year. (MATC Exec. Com. 1-12-13)

Finance Committee

The Finance Committee, consisting of 3-5 members, including the Treasurer and the Chair of the Development Committee is charged with 1) reviewing and presenting all budgets to the Executive Committee for approval, 2) periodically evaluating Club investments and restricted funds, and recommending changes as appropriate, and 3) determining the appropriate level of annual audit, review, or inspection of Club financial records and selecting an individual or firm for completion.

Publications Committee

The Publications Committee, chaired by the Editor(s) of the *Guide to the Appalachian Trail in Maine* and consisting of the Chair plus 3-5 members, is charged with periodically updating and publishing an authoritative and comprehensive guide to the Trail in Maine, so as to provide Trail users with accurate information about the A.T. for planning and field use. The *Guide* will include both a book and a complete set of maps for the A.T. in Maine. The Committee is further charged with 1) maintaining the inventory of books and maps that is needed to meet projected Committee sales and distribution needs, 2) developing and implementing a procedure for collecting and archiving new Trail information between publications of the *Guide*, and 3) recruiting qualified MATC volunteers for the regular work of *Guide* text revision and map corrections. Recommendations for significant departures from the established format of the *Guide* will be submitted to the Executive Committee for review and approval. The Committee will regularly evaluate the impact of *Guide* costs and earnings on the Club's finances and budgeting decisions and will make recommendations to the Executive Committee regarding pricing and sales policies.

In addition to the work involving the guidebook, this committee will manage the Maine Trail Finder, listing portions of the Appalachian Trail that are approved by the Executive Committee. This committee will also work to produce brochures and other products as directed by the Executive Committee. (MATC Exec. Com. 3-3-13)

Kennebec River Crossing Committee

The Kennebec River Crossing Committee consists of a Chair, a member of the regional ATC office, the Kennebec District Overseer, and 1-2 other members. The Committee shall meet each November with the ferry operator to evaluate the program for the past season and suggest improvements as needed.

Membership Services Committee (MATC Exec. Com 10-4-11)

The Membership Services Committee shall consist of a chairperson and 3 - 5 additional members and has the responsibility of cultivating and promoting membership growth, membership retention and providing new member orientation.

The Committee shall provide, maintain and distribute a membership handbook to all new and prospective members and others upon request. The Committee shall prepare and distribute membership information for prospective members.

The Committee shall provide incentives for membership renewal and coordinate a recognition program for Club members.

The Chairperson shall provide to the President and/or the Executive Committee with reports on membership status upon request.

The person responsible for promoting the sale of Club merchandise shall report to the Committee.

Personnel Committee

The Personnel Committee consists of three members. The Committee shall provide general oversight of employees, provide support and evaluation through the year, ensure that Club personnel policies are being followed and propose any changes to those policies, and prepare salary and budgetary proposals to present to the Executive Committee and the Finance Committee annually by 1 November.

State Lands Partners Committee

Baxter State Park, Bureau of Parks and Lands, Bigelow Preserve, and Inland Fisheries and Wildlife

The State Lands Partners Committee, consisting of 4 to 6 members, is charged with maintaining relationships with the State agencies that manage lands across which the Appalachian Trail passes. At a minimum, the committee will have an annual meeting with each agency. Topics of discussion can include the year's past activities on the trail, plans for the coming year and issues of common interest. (MATC Exec. Com. 3-3-13)

Trail Center Committee

The Trail Center Committee, consisting of 8-12 members, is charged with providing comprehensive planning, design and construction for the permanent Trail Center in Skowhegan ME. The Committee will finalize and administer the property lease agreement with the landowner, work with an architect for the facility design, coordinate with the Development Committee for project funding, oversee the construction of and develop a management plan for the facility when completed. The Committee will report to the Executive Committee regularly on planning progress and for authority on key decisions and any capital expenditures not included in the annual budget. (MATC Exec. Com. 3-3-13)

Trail Crew Committee

The Trail Crew Committee, consisting of 6-8 members, is charged with providing comprehensive planning, oversight, and evaluation for the MATC's Maine Trail Crew. The Local Management Plan for the A. T. in Maine – 5/15/17 - Page 77

Committee will arrange annually for the leaders, vehicles, tools, materials, food, shelter, and other items needed by the Crew. It will plan and coordinate Crew projects, coordinate volunteer recruitment with the ATC, and maintain records for VIP reporting purposes. The Committee will report each September to the Executive Committee on work accomplished during the Work Crew season, together with a program budget for the following year.

The Trail Crew Committee will also coordinate the 5 year capital improvements plan. The committee will hold at least one meeting each year with the purpose of updating the 5 year plan and prepare the plan for submission to ATC by January 1 of each year.

Training and Education Committee

The Training and Education Committee, consisting of 4-6 members, is charged with 1) developing a program for the improvement of trail maintenance skills and knowledge, 2) determining the needs and desires of the Club regarding safe working practices and developing policies and procedures to meet those needs and desires, 3) conducting workshops and preparing articles for the Club newsletter to disseminate appropriate information, and 4) developing a work trip leader safety check list.

Wind Power Committee

The Wind Power Committee has been established as a “standing committee” of the Maine Appalachian Trail Club (MATC) to address potential impacts that wind power development will have to the Appalachian Trail in Maine (A.T.).

The Committee is directed as follows (2 October 2009):

1. Prepare a Wind Power Policy for approval by the MATC Executive Committee that is both consistent with current the ATC Policy on Wind-Energy Facilities and is appropriate to the special character of the Appalachian Trail in Maine.
2. Monitor Wind Power proposals in Maine and inform the President and Executive Committee of projects that may adversely impact the A.T.
3. Monitor industry and government policies and actions that may expedite or promote wind power development along the A.T.;
4. Confer and collaborate with the Appalachian Trail Conservancy (ATC) and the National Park Service (NPS) on matters related to wind power development in Maine;
5. Review and present recommendations to the President and Executive Committee for action regarding wind power developments;
6. Coordinate actions regarding wind power development as may be approved by the MATC Executive Committee;

7. Prepare budgets for approval by the Executive Committee (and MATC membership as may be required) for costs related to wind power development;
8. The Wind Power Committee will also serve to evaluate and mitigate threats to the Appalachian Trail from proposed power transmission lines and highways that will cross the route of the Appalachian Trail. (MATC Exec. Com. 3-3-13)

Finance

All regular MATC activities (such as correspondence, publications, tool and paint purchases, construction of signs, shelters, and privies) are financed by the Club through profits on sales of the *Guide to the Appalachian Trail in Maine*, earnings on investments, membership dues, and donations (primarily from Trail users). Special projects have been supported by grants from the Appalachian Trail Conservancy, the National Park Service, the State of Maine, private firms (notably L.L. Bean), the Student Conservation Association, individual donations, loans of State vehicles and tools, and by the use of National Guard and Maine Forest Service helicopters and personnel.

No officer, maintainer, monitor, or other Club member is compensated financially or reimbursed for time devoted to the A.T. project or for the use of personal vehicles or tools in Trail construction and maintenance. Maintainers may, on request, be reimbursed for paint used for blazing. Officers may, on request, be reimbursed for postage, stationery, and telephone expenses.

Annual budgets are developed under the oversight of the Finance Committee in conjunction with the action planning process that begins early in each calendar year. The initial full discussion takes place at the January Executive Committee meeting. The final budget is agreed on by the Club officers at their March meeting for presentation to and approval by the Club membership at the annual business meeting in April.

Conflict of Interest Disclosure Policy (Adopted 3 May 2000)

Before the MATC can enter into a financial transaction with one of its individual members, officers, or a member of its Executive Committee, or before the MATC can enter into a financial transaction with an organization in which one of the MATC's officers or a member of its Executive Committee is a director or officer, or before the MATC can enter into a financial transaction with an organization in which one of the MATC's officers or members of its Executive Committee has a financial interest, one of these steps must be taken:

- The facts of the relationship should be disclosed to the MATC Executive committee, and the Executive Committee should authorize the financial transaction; or
- The facts of the relationship should be made known to the MATC members, if any, entitled to vote on such issues, and the financial transaction should be approved by those members; or

- The financial transaction is fair to the MATC when it is later authorized or ratified by the MATC Executive Committee or the members entitled to vote on such a financial transaction.

Furthermore, it would be anticipated that an affected Executive Committee member or officer would limit his/her discussion of the financial transaction at issue and not attempt to unreasonably influence the outcome of the MATC Executive Committee's decision. If the Executive Committee member or officer has a financial interest in the contract, it would be required that such person abstain from a vote that might affect the transaction.

Volunteers in the Parks Program

The Maine Appalachian Trail Club and its members are provided with a degree of tort liability and personal injury protection, during Trail work, by the National Park Service's "Volunteers in the Parks" (VIP) program (Appendix D8). The VIP agreement between the Appalachian Trail Conservancy and the National Park Service, which applies to the MATC, provides liability protection against tort claims and reimbursement, if needed, for personal medical care for accidents that are suffered during "Trail work" (defined in the ATC/NPS agreement as "field work for operation, maintenance, development, and/or monitoring of portions of the Appalachian Trail" on NPS, state, and private lands). Volunteers who are not Club members can be provided with temporary membership for the duration of work projects simply by having the work trip leader keep a list of participants and submit that list with his or her work trip report to the appropriate overseer. Written parental consent should be on file with the Club for volunteers less than 18 years old. ATC should be called immediately in the event of a tort or medical claim. Federal reimbursement for medical claims is extremely slow, so volunteers should rely on personal medical insurance whenever possible.

In order to fulfill its responsibilities under the VIP agreement, the MATC must report annually the total number of volunteers who work on the Trail, and the total number of volunteer work hours expended, for the Federal fiscal year (1 October through 30 September. (ATC sends a reminder and report form to the Club in September.) Although VIP coverage does not include motor vehicle travel to and from work sites, the work time reported annually should include travel time.

A newer law, the "Volunteer Protection Act" took effect in March, 1998. This does not replace but, rather, adds to the VIP coverage. It applies to civil liability or negligence claims that might be brought against volunteer Trail workers.

Volunteer Recognition Awards (Adopted by Executive Committee 3/4/2016)

Background

The Appalachian Trail Conservancy has a number of formal volunteer recognition programs that acknowledge both time of service and achievement. The ATC provides awards – pins,

patches, caps and vests – to volunteers based on the number of cumulative hours they have completed, while NPS APPA gives Silver or Gold awards for volunteers who have completed 25 and 50 years respectively, to the A.T. typically awarded at the ATC membership meeting.

The ATC also has a Volunteer of the Month award (Dick Fecteau, Lester Kenway, Craig Dickstein & Ron Dobra are past recipients), a Regional Volunteer of the Year Award (Elsa Sanborn in 2006) and Honorary Lifetime Member Awards presented at the ATC membership meeting (Linwood Palmer, Lois Shore, Steve Clark, Carl Newhall, Lester Kenway, Bob Cummings and Dave Field are recipients).

The MATC uses the ATC service award program but has a separate set of awards for recognition – the subject of these guidelines. These awards are listed below in rank order from highest level of recognition with a description of eligibility for each.

- MATC Honorary Member
- President's Award
- Walter D. Greene Award
- Certificate of Recognition/Appreciation
- Informal Recognition

MATC Honorary Member

This award is bestowed infrequently as defined in the MATC Constitution:

“Upon written nomination by any ten members of the Club, or by the Executive Committee, any person, whether or not he/she is a member of the Club, may be elected at any regular business meeting as an honorary member of the Club. Qualifications for such membership shall be demonstrated exemplary service to the AT Project over many years, or by an important act of special significance to the purposes for which the Club was established. Honorary members are eligible to vote at all regular business meetings of the Club. They shall be assessed no dues. All persons designated by the Club as PERMANENT MEMBERS, prior to January 1, 1984, shall become HONORARY MEMBERS of the Club.”

Steve Clark, Barbara Clark, Dave Field, Lester Kenway, Elsa Sanborn, Chris Wolfe, Fred Goldrup, Paul Johnson, Phil Pepin & Bob Cummings have been so honored.

President's Award

This award is presented to members who have contributed to the club over a long period of time. In order to be eligible for the MATC President's Award, the nominee shall be a member in good standing for a minimum of 5 years. They shall have participated in club activities, be exemplary and held in high esteem by club members. Nominees are typically longer-time members who have contributed to many areas of the club and have shown outstanding performance over a long period of time. The President of MATC will select the

recipient(s) and confer between 0 and 3 Presidents Awards at the Annual Member's meeting - - preferably not more than one per year; but some years there may be zero awards (just like the Greene award) and in other years, there may be more than one. The President determines a suitable mark or memento for the award and/or in addition to an additional token/gift/prize of which would be paid out of club funds.

This award was instituted in 2013 and has been awarded to six members to date: Dana Hall (2013), Bruce Grant (2014), Tony Barrett (2015), Bill Plouffe (2015), Bob Cummings (2016), and [?] (2017).

The Walter D. Greene Award

The Walter D. Greene Award is presented at the Annual meeting to recognize extraordinary effort or achievement by a MATC member for the past year or longer.

This award is not intended for the maintainer who puts in the most hours or clears the most blowdowns but rather for the member who exceeds the expectations of their assigned duties for the given year. It may be recognition for a one-time event like a presentation, an emergency relocation, working on legislation, writing a grant or an extended effort like spending a week with the Maine Trail Crew, helping out a fellow maintainer during the course of the year or accomplishing trail maintenance/repair beyond expected levels.

Guidelines:

- Volunteer recognition coordinator solicits and/or receives nominations for the award.
- Nominations presented to the Executive Committee at the March meeting.
- Any member is eligible except for Executive Committee members (we want to highlight the ordinary member, not club leadership)
- Award recipients announced at Annual meeting for achievement or effort beyond the expectations for their assigned duties.
- Only 0-3 awards per year (don't want to dilute impact)
- An actual award would be presented (might be an MATC trail sign with the recipient's name, a unique plaque or a useful tool)
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The Walter D. Greene award was instituted in 2011 and has been awarded 5 times so far: Geoff Shadman (2011), Tom Lewis (2012), Stan & Michelle Moody (2013), Richard Gower (2014) Dana Humphries(2015), Dick Welsh (2016), and [?] (2017).

Certificate of Recognition/Appreciation

A framed certificate of recognition can be presented to members or non-members for speaking at a meeting, participation in projects or events or to retiring maintainers.

Trail and Facility Maintenance

Standard, annual Trail and campsite maintenance procedures are evident in the responsibilities of the Trail Maintainers and the Campsite Maintainers (who may be the same person or persons for a given section of the Trail). Each Maintainer is required to sign an agreement (Appendix C4) that spells out the respective responsibilities of the Club and the Maintainer. Maintainer activities are supervised by the Overseers of the Trail, whose duties are stated in the Club's Constitution and Bylaws (Appendix C1). Opportunities for Trail and/or facility maintenance assignments shall be advertised in the Club newsletter and posted on the Club web site with a stated deadline for applications to be made to the appropriate Overseer. (Last sentence: MATC Executive Committee 9-5-08; web site reference added 9-7-10)

Trail Maintainers

A Trail Maintainer is expected to remove footpath obstructions, such as blowdowns, ingrowth, and other vegetation from the pathway, maintain paint blazes, repair rock cairns, clear and repair water bars, install signs, and remove trash and illegal fire rings from undesignated campsites. Work must be done according to the maintenance standards of the Appalachian Trail Conservancy. Prompt reporting of work done is an important part of the assignment. Because of the different tools that are normally carried by the two kinds of maintainer, side trails associated with campsite facilities along an assigned Trail maintenance section are the responsibility of a Trail Maintainer, rather than a Campsite Maintainer.

Trail Maintainers agree to inspect their assignments as early each spring after snowmelt as possible, and to report Trail conditions and plans for the season's work promptly to the District Overseer. Needs for additional support for special work projects must be reviewed with the Overseer.

Campsite Maintainers

A Campsite Maintainer is expected to inspect the campsite as early each spring after snowmelt as possible and report issues promptly to his/her District Overseer and/or the Campsite Committee. A typical inspection should: Remove obstructions, ingrowth, and other vegetation around campsites, including on any trails to the water source, privy and other designated campsite features. Remedy hazards such as dead trees that may threaten a facility. Clean out and rebuild the approved fire area. Remove all trash. Ensure the reliability of the water source. Inspect and clean out structures such as lean-tos, privies, and tent platforms. Maintain a hiker register at sites with lean-tos. Maintain appropriate trail and informational signs

Campsite Maintainers agree to inspect their assignments as early each spring after snowmelt as possible, and to report conditions and plans for the season's work promptly to the District Overseer. Needs for additional support for special work projects must be reviewed with the Overseer.

Trail Work Planning

Regular maintenance of the Appalachian Trail in Maine, together with related side trails and facilities, is carried out according to the MATC's standard operating procedures, described above. Trail and facilities work other than regular maintenance are scheduled by Overseers, individuals interested in leading work trips, the Campsite Committee, and the Club's Trail Crew Committee, for approval by the Executive Committee.

Corridor Monitoring

The Maine Appalachian Trail Club, as a part of the delegation of responsibilities for the management of NPS-owned lands in Maine, has accepted the task of regularly inspecting these lands in accordance with procedures set forth in the Appalachian Trail Conservancy's *A.T. Corridor Stewardship Field Book*. The Corridor Monitor Coordinator for Maine is the MATC Overseer of Lands, whose duties are stated in the Club's Constitution and Bylaws (Appendix C1). Opportunities for corridor monitoring assignments shall be advertised in the Club newsletter and posted on the Club web site with a stated deadline for applications to be made to the Overseer of Lands. (Last sentence: MATC Executive Committee 9-5-08; web site reference added 9-7-10)

Monitoring Sections

The 150 tracts of land that (126 of which are APPA lands or APPA easements) have been identified on NPS segment maps from Grafton Notch to Katahdin have been grouped or (in the case of larger tracts) subdivided into 72 corridor monitoring sections. A total of 177 tracts and sub-tracts are maintained in the Club's corridor monitoring database. Assignment of monitoring sections began at the MATC's annual meeting in April 1992. Many monitoring sections coincide with Trail maintenance sections, and many Trail maintainers have taken on monitoring duties for the lands along their maintenance assignments. The remaining sections are assigned to other MATC volunteers. Corridor monitors report directly to the Overseer of Lands, but copy their reports to the Overseer of the Trail in whose district the corridor monitoring assignment lies. All VIP work hours are collected and reported by the District Overseers.

Table 2. Summary Statistics for MATC Corridor Monitoring Responsibilities

Acres of APPA fee lands in Maine	31,803
Acres under APPA-held easement	492
Acres of State of Maine fee lands in nominal corridor	8,382
Acres under State-held easement*	4,353
Miles of exterior corridor boundary survey lines along APPA fee lands (33.25 miles of boundary line along APPA fee lands have not been surveyed)	307
APPA monuments (including 35 rebar--rest are standard monuments, rock tablets)	2,041
Number of APPA tracts	126

Number of ECBS map sheets for APPA land surveys	164
Corridor monitoring sections	72
Monitoring assignments filled as of 6/1/17	64
*Includes 1,404 acres for which NPS owns underlying fee	

Monitoring Agreements

Each Corridor Monitor is required to sign a Corridor Monitoring Agreement (Appendix C4), which spells out the respective responsibilities of the Club and the Monitor. The Overseer of Lands provides each monitor with basic instructions for monitoring, NPS segment and Exterior Corridor Boundary Survey (ECBS) maps of the assigned section, and summaries of deed information, reservations (remainder interests), known problems, and other special information for each tract or tract segment within his or her assignment.

Corridor monitoring requires a minimum of an annual visit to each corridor tract, during which the lands within each tract and the exterior corridor boundaries (where they exist) should be inspected for evidence of trespass or other abuse. Tracts or portions of tracts that are found to be particularly vulnerable to abuse must be visited more frequently, according to a system of priorities established by the Monitor and the Overseer of Lands. The condition of corridor information signs and gates or other obstructions on roads that cross the corridor should be included in the inspection. Other problems that should be watched for include use by vehicles or riding/pack animals, the cutting of timber or other vegetation, vegetation damage from activities (such as burning or herbicide application) on adjacent lands, the dumping of garbage or litter, violations of any special restrictions and terms of the deed, evidence of developments or activities on adjacent lands that could have an adverse impact on the Trail or that pose a potential threat to corridor lands, and evidence of damage to the property from natural causes, such as fire, insects, disease, or natural soil erosion. Periodic inspection of exterior corridor boundaries (where they exist), including boundary line blazes, signs, and monuments, and inspection of natural heritage monitoring sites may be done either by qualified monitors or by the MATC Monitoring Program boundary specialists and natural heritage site monitors, as assigned by the Overseer of Lands. Prompt reporting is an important requirement of a corridor monitoring assignment.

Corridor Records

All NPS-tract land files and database information extracted from these files and from monitoring reports are maintained by the Overseer of Lands. The database includes, for each of the 177 tracts and sub-tracts, a record of monitoring priority, remainder interests, date of last inspection, date of last exterior corridor boundary (ECB) inspection, year of last ECB renewal, and a file of special problem discovery, reporting, and resolution. In 2004, the Overseer of Lands and corridor monitors began to compile digital photographs of the more than 2000 ECBS monuments that exist on APPA lands in Maine. Through 2016, 1,615 monuments have been photographed.

Natural Heritage Monitoring

Several studies have been completed to identify rare, threatened, and endangered species of plants and animals (primarily plants) and exemplary natural resource sites that occur within Maine's Appalachian Trail corridor. Finding details are presented in Appendix F3. Based on these studies, seven natural heritage sites within the jurisdiction of the Maine Appalachian Trail Club have been assigned for regular monitoring by trained volunteers. The sites are located on Grafton Notch, Baldpate Mt., Saddleback Mt. Area, Bigelow Mt., Bald Mt., Rainbow Lake, and Baxter State Park. Findings from annual site visits are reported to ATC's New England Regional Office, which copies the information to the MATC Overseer of Lands.

***MAINEtainer* Policies**

The Maine Appalachian Trail Club's Executive Committee adopted the following policies for the Club's newsletter on 7 December 1984, with revisions on 5 April 1985, 6 January 1989, 5 May 2000, 7 January 2006, and 14 January 2017:

1. The ***MAINEtainer*** shall be published four times a year, in the Early Spring, the Summer, the Fall, and the Winter. Deadlines will be determined by the Editor and announced each year at the May Executive Committee meeting.

2. Official MATC communications to be included in or mailed with the ***MAINEtainer*** shall include, but not be limited to: the Agenda of the Annual Meeting (with the slate of nominated officers and directors in an election year) (Winter issue); the minutes of the Annual meeting, the summer work trip schedule, and the Action Plan for the year (Early Spring issue); the fall work trip schedule (Summer issue).

3. The ***MAINEtainer*** shall include a "Letters to the Editor" or "Club Forum" section for communication of comments from readers. Letters from those who wish to remain anonymous may be included, at the Editor's discretion. The Editor shall guard against publishing comments of an offensive or libelous nature, but should allow a free exchange of opinions on any matter of Club interest, so far as space allows.

4. All materials submitted may be revised at the Editor's discretion, unless the author requests that no changes be made. If the Editor feels that the material is inappropriate for the newsletter, he or she shall so inform the author and shall submit the material to the Executive Committee for consideration at its next regular meeting. The decision of the Executive Committee shall be final.

5. A President's summary of the minutes of meetings of the Executive Committee shall be published in the ***MAINEtainer*** on a regular basis. (MATC Exec. Com. 2/2/94)

6. The ***MAINEtainer*** shall include no commercial advertising.

7. The ***MAINEtainer*** may include advertisements for Club merchandise and buy/sell/swap notices from Club members.

