

2022

Lake Host Program

Training Manual



Brought to New Hampshire lakes and ponds by local groups and:

NH LAKES
17 Chenell Drive, Suite One
Concord, NH 03301
603.226.0299
lakehost@nhlakes.org
nhlakes.org





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April 1, 2022

Hi Lake Host Team,

This summer, the Lake Host Program celebrates 21 years of protecting New Hampshire's beloved lakes. Our lakes are lucky to have people like you to take care of them. The value you bring to the Lake Host Program is impossible to calculate.

It only takes one boat that hasn't been properly cleaned, drained, and dried to introduce an invasive species and cause big ecological and economic problems for a lake community. Last summer, Lake Hosts removed 116 suspicious specimens from boats, trailers, and recreational gear. Fifteen of these samples were verified invasive species that a Lake Host captured and removed before they could hitchhike into another lake. **Our lakes depend on you to protect them again this summer!**

My team and I will do all that they can to prepare you for working or volunteering at the ramp this summer. We hope this manual and our training videos answer your questions and give you the tools you need to have a fun and successful season. If you ever have any questions or problems, I can be reached at kcosta@nhlakes.org and 603.226.0299. It brightens my day to see your photos at the ramp in the quiet early morning light (or the madness of the afternoon rush) and when you reach out with questions about lake ecology, so please keep sending them!

With sincere appreciation,

Conservation Program Manager, NH LAKES

LAKE HOST PROGRAM

2002 - 2021

Summary & Accomplishments



COURTESY BOAT INSPECTIONS



INVASIVE SPECIES REMOVED

1,650 'saves' at 61 waterbodies over 20 years

Fanwort 814

Variable Milfoil 659

Eurasian Milfoil 97

European Naiad 22

Mystery Snail 22

Water Chestnut 17

Curly Leaf Pondweed 16

Zebra Mussel 1

Common Reed 1

Purple Loosestrife 1

PARTICIPATION

Boat Ramps Covered

2002 45

2021 101

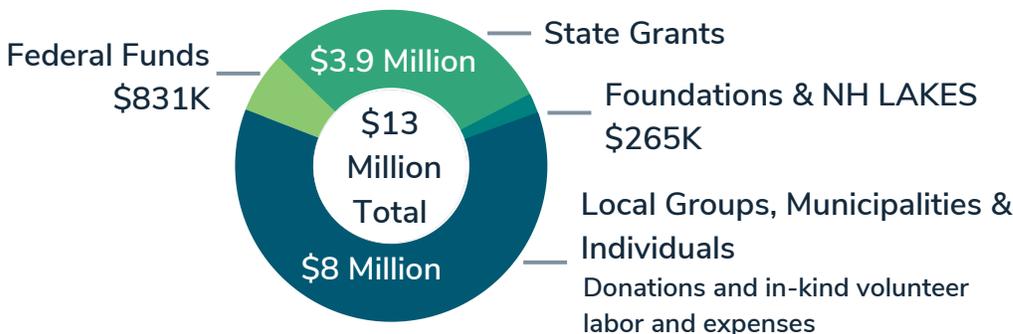
Lake Host Inspectors

2002 161

2021 582



PROGRAM FUNDING OVERALL (2002 - 2021)



Celebrating 20 years of preventing the spread of aquatic invasive species in New Hampshire!



The goal of the NH LAKES AIS Spread Prevention Program is to prevent the introduction and spread of invasive aquatic plants and animals in New Hampshire's lakes and ponds through public outreach.

Trained Lake Hosts are placed at boat launch sites to:

- Educate all visitors about aquatic invasive species, distribute education materials, and complete a brief survey on boating habits.
- Offer courtesy boat and trailer inspections of all vessels, arriving and departing from the ramp, and show boaters where to look for hitchhiking aquatic invasive plants and animals.
- Encourage boaters to self-inspect and use the “Clean, Drain & Dry” method each time they use their boat, trailer, and gear.
- Safely remove and dispose of all plant, animals, and other debris.
- Collect samples of plants and animals removed from vessels, and send them to the New Hampshire Department of Environmental Services (NHDES) for identification.

NH LAKES also works with boat access site owners and local partners to upgrade sites with a variety of approaches, tools, and technologies to help boaters to take action on their own when a Lake Host isn't present to prevent the spread of invasive species. In 2019, NH LAKES deployed the first waterless watercraft cleaning unit in the Northeast, visiting public boat ramps throughout the state helping boaters prevent the spread of invasive species.

Program Need: Aquatic invasive species infestations make recreation in and on lakes, ponds, and rivers dangerous and unpleasant. Invasive aquatic plants and animals spread by hitchhiking on boats, trailers, and recreational gear that has not been properly cleaned, drained, and dried. Impacts of infestations are far-reaching; they disrupt the ecological balance, reduce shoreline property values, impact aesthetic and recreational uses, and are difficult and expensive to control once they infest a waterbody.

Funding Background: In 2002, NH LAKES received a two-year federal grant to design a comprehensive aquatic invasive plant education and prevention program to staff public boat ramps with trained educators. In 2003, a portion of New Hampshire boat registration fees went into a grant program to fund exotic plant prevention and research activities and a grant program administered by NHDES. Three-quarters of the NHDES grant is available to support annual education and prevention activities, such as the Lake Host program. In 2019, NH LAKES advocated for an aquatic invasive species boat decal bill for visiting out-of-state boaters, to help increase the prevention and education fund, and increase the management of existing infestations—this system was implemented by the state in 2021.



NH LAKES Aquatic Invasive Species Spread Prevent Program Summary 2002-2021 (as of 10/29/21)

Year	Groups	Paid Hosts	Volunteer Hosts	Lakes with Lake Hosts	Ramps Staffed	Inspections Conducted	Invasive Species Removed	Federal Funds	State Funds	Foundation & NH LAKES Funds	Local Funds	TOTAL
2002	38	102	59	37	45	15,878	9	\$260,100			\$37,155	\$297,255
2003	46	149	167	45	59	26,583	7	\$10,000	\$165,000		\$112,382	\$287,382
2004	51	190	216	50	61	31,629	17	\$85,300	\$150,000		\$151,238	\$386,538
2005	56	175	318	56	61	34,878	54	\$35,000	\$185,000		\$200,756	\$420,756
2006	57	204	353	56	66	34,860	54	\$117,000	\$185,000		\$183,179	\$485,179
2007	68	221	429	64	83	44,183	157	\$117,000	\$185,000		\$292,017	\$594,017
2008	70	240	470	70	88	55,924	224	\$89,206	\$161,000		\$334,061	\$584,267
2009	71	236	420	71	86	53,796	297	\$89,206	\$123,333	\$4,000	\$341,535	\$558,074
2010	74	230	517	74	90	64,661	268	\$0	\$133,367	\$22,000	\$393,273	\$548,640
2011	73	219	475	74	92	68,429	39	\$0	\$169,000	\$23,000	\$404,751	\$596,751
2012	77	238	500	78	100	77,261	137	\$0	\$200,000	\$14,500	\$486,455	\$700,955
2013	81	247	500	82	103	77,806	153	\$0	\$210,000	\$18,259	\$494,248	\$722,507
2014	80	258	500	82	102	83,663	58	\$0	\$230,000	\$22,500	\$503,170	\$755,670
2015	80	285	507	82	103	92,184	48	\$0	\$226,500	\$24,000	\$517,227	\$767,727
2016	82	264	545	83	104	89,960	28	\$0	\$252,000	\$24,000	\$526,251	\$802,251
2017	80	271	400	81	101	94,222	22	\$20,177	\$261,000	\$27,000	\$546,193	\$854,370
2018	80	301	431	80	97	86,813	26	\$5,845	\$254,000	\$13,913	\$594,440	\$868,198
2019	80	278	330	80	104	96,914	14	\$2,543	\$280,000	\$39,757	\$609,987	\$932,286
2020	75	283	315	75	94	132,199	23	\$0	\$280,000	\$18,043	\$643,162	\$941,205
2021	78	268	314	78	101	90,590	15	\$0	\$280,000	\$14,700	\$645,663	\$940,363
Total						1,352,433	1,650	831,377	3,930,200	265,672	8,017,143	13,044,392

Aquatic Invasive Species Removed by Lake Hosts

Year	Chinese Mystery Snail	Common Reed	Curly Leaf Pondweed	Eurasian Milfoil	European Naiad	Fanwort	Purple Loose-strife	Variable Milfoil	Water Chestnut	Zebra Mussels	TOTAL
2002				2				7			9
2003				2		3		2			7
2004			1	5		1		10			17
2005				7		1		43	3		54
2006				7		7		40			54
2007		1	1	4		65		86			157
2008				5		168		50	1		224
2009			4	4		240		48	1		297
2010			1	6	18	170		72	1		268
2011			1	9		12		17			39
2012			1	10		73		52	1		137
2013	3		2	6		51		90	1		153
2014	1		1	12	1	3		37	3		58
2015	6		3	3		5		31			48
2016	1			1		10		15	1		28
2017	1			1				18	1	1	22
2018	1			3		2		19	1		26
2019	1			6				5	2		14
2020	8			3	1	2		9			23
2021			1	1	2	1	1	8	1		15
Total	22	1	16	97	22	814	1	659	17	1	1,650



Invasive Species ‘SAVES’ by Waterbody

‘Saves’ – The following aquatic invasive species were removed before entering or leaving a waterbody as a result of the Lake Host Program during the year(s) indicated:

- **Beaver Lake** (Derry): Eurasian milfoil (2012), Fanwort (2008, 2009), Variable milfoil (2008, 2011, 2021)
- **Bow Lake** (Northwood): Eurasian milfoil (2005, 2009), Fanwort (2015), Milfoil species (2014), Variable milfoil (2003, 2005)
- **Canaan Lake** (Canaan): Chinese mystery snail (2020)
- **Clough Pond** (Loudon): Variable milfoil (2005)
- **Connecticut River** (Hinsdale): Eurasian milfoil (2010), European naiad (2010)
- **Conway Lake** (Conway): Eurasian milfoil (2014, 2019), Variable milfoil (2011, 2020)
- **Country Pond** (Kingston): Spiny naiad (2021)
- **Crescent Lake** (Acworth): Eurasian milfoil (2003, 2012), Fanwort (2003), Variable milfoil (2020)
- **Crystal Lake** (Enfield): Water chestnut (2005), Eurasian milfoil (2010, 2019)
- **Deering Reservoir** (Deering): Eurasian milfoil (2013), Variable milfoil (2014, 2019)
- **Dublin Lake** (Dublin): Eurasian milfoil (2016)
- **Eastman Lake** (Grantham): Eurasian milfoil (2010, 2018)
- **First Connecticut Lake** (Pittsburg): Variable milfoil (2014)
- **Gilmore Pond** (Jaffrey): Fanwort (2016), Water chestnut (2005)
- **Goose Pond** (Canaan): Eurasian milfoil (2007), Variable milfoil (2009)
- **Granite Lake** (Nelson/Stoddard): Curly-leaf pondweed (2009, 2011), Eurasian milfoil (2011, 2013), Variable milfoil (2011)
- **Grafton Pond** (Grafton): Eurasian milfoil (2019)
- **Great East Lake** (Wakefield): Eurasian milfoil (2006, 2008), Fanwort (2010, 2020), Variable milfoil (2007, 2008, 2009, 2010, 2013, 2018, 2020)
- **Harrisville Pond** (Harrisville): Chinese mystery snail (2019)
- **Highland Lake** (Stoddard): Eurasian milfoil (2005), Variable milfoil (2015)
- **Island Pond** (Stoddard): Variable milfoil (2013)
- **Jeness Pond** (Northwood): Purple loosestrife (2021), Variable milfoil (2005)
- **Lake Francis** (Pittsburg): Variable milfoil (2014)
- **Lake Massabesic** (Auburn): Fanwort (2013), Variable milfoil (2012, 2014)
- **Lake Monomonac** (Rindge): Curly-leaf pondweed (2004), Eurasian milfoil (2004, 2017), Variable milfoil (2004, 2005, 2006, 2007, 2008, 2014)
- **Lake Nubanusit** (Hancock): Variable milfoil (2021)
- **Lake Opechee** (Laconia): Water chestnut (2016, 2017)
- **Lake Ossipee** (Ossipee): Eurasian milfoil (2010), Variable milfoil (2009, 2011, 2012, 2016, 2020)
- **Lake Potanipo** (Brookline): Fanwort (2010), Variable milfoil (2010, 2011, 2012, 2017, 2018)
- **Lake Sunapee** (Sunapee): Eurasian milfoil (2005, 2006, 2007, 2008, 2009, 2015, 2020), Fanwort (2016, 2020), Variable milfoil (2007), Zebra mussel (2017)
- **Lake Waukewan** (Meredith): Eurasian milfoil (2003), Variable milfoil (2007, 2008), Water chestnut (2018)
- **Lake Wentworth** (Wolfeboro): Variable milfoil (2008)
- **Lake Wicwas** (Meredith): Variable milfoil (2010)
- **Lake Winnepesaukee**: Fanwort (2003, 2007), Eurasian milfoil (2012), Variable milfoil (2004, 2007, 2008, 2009, 2010, 2011, 2012, 2014, 2015, 2016, 2017, 2018, 2019, 2021)



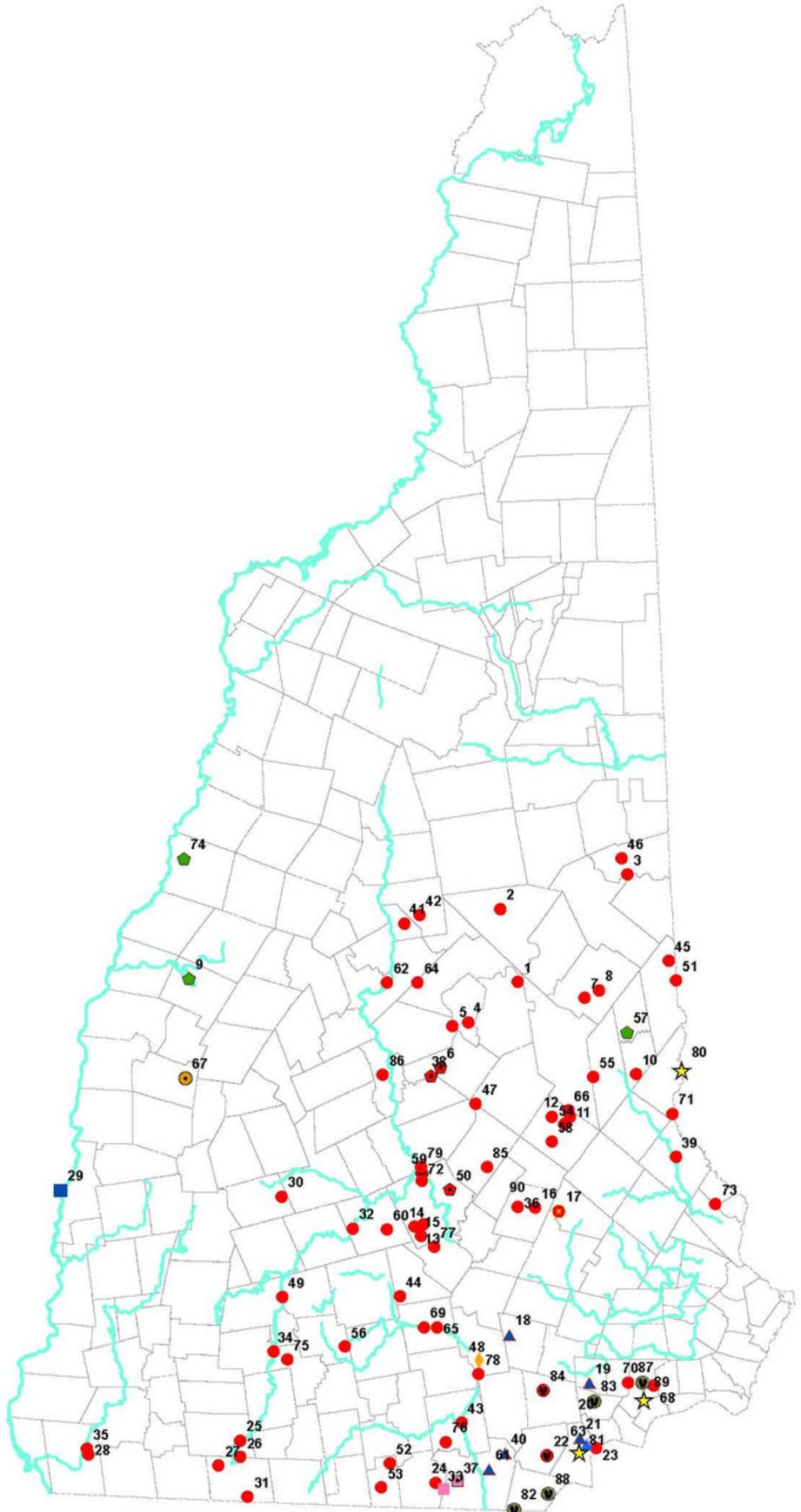
Invasive Species 'SAVES' by Waterbody

- **Lake Winnisquam** (Laconia): Variable milfoil (2008, 2015, 2016, 2017), Water chestnut seed (2021)
- **Laurel Lake** (Fitzwilliam): Fanwort (2021)
- **Little Lake Sunapee** (New London): Curly-leaf pondweed (2015), Eurasian Milfoil (2020), Variable milfoil (2011)
- **Lovell Lake** (Wakefield): Variable milfoil (2006, 2007, 2013, 2018)
- **Mascoma Lake** (Enfield): Eurasian Milfoil (2020)
- **Merrymeeting Lake** (New Durham): Variable milfoil (2007, 2010, 2012, 2013, 2014, 2015, 2018), Water chestnut (2012)
- **Mirror Lake** (Tuftonboro): Chinese mystery snail (2014)
- **Newfound Lake** (Bristol): Curly-leaf pondweed (2015), Eurasian milfoil (2006, 2009, 2010, 2011, 2014, 2015), Fanwort (2003, 2006, 2013), Variable milfoil (2002, 2006, 2007, 2008, 2009, 2014, 2015), Water Chestnut (2009, 2010), Water naiad (2014)
- **Northwood Lake** (Northwood): Curly-leaf pondweed (2007), Eurasian milfoil (2007), Spiny naiad (2021), Variable milfoil (2008, 2010, 2011, 2013, 2014, 2016, 2017, 2021)
- **Nubanusit Lake** (Nelson/Hancock): Curly- leaf pondweed (2009), Eurasian milfoil (2002, 2004), Variable milfoil (2007, 2008)
- **Ottarnic Pond** (Hudson): Chinese mystery snail (2015), Curly-leaf pondweed (2013), Fanwort (2005, 2006, 2007, 2008, 2012, 2013, 2014, 2015, 2016), Variable milfoil (2006, 2007, 2010, 2011, 2012, 2013, 2014, 2015, 2016)
- **Pawtuckaway Lake** (Nottingham): Common reed (2007), Curly-leaf pondweed (2010, 2013, 2014), Eurasian milfoil (2009, 2010, 2011, 2012, 2014, 2015, 2018, 2019), Fanwort (2009, 2011), Variable milfoil (2007, 2008, 2009, 2010, 2012, 2013, 2014, 2015, 2016, 2017, 2018), Water chestnut (2008, 2014, 2019)
- **Pleasant Lake** (Deerfield): Eurasian milfoil (2011), Variable milfoil (2004, 2007, 2013, 2016)
- **Pleasant Pond** (Francestown): Curly-leaf pondweed (2009), Eurasian milfoil (2006), Variable milfoil (2011, 2013, 2014)
- **Pow Wow Pond** (Kingston): Chinese mystery snail (2013), Variable milfoil (2013, 2015)
- **Robinson Pond** (Hudson): Chinese mystery snail (2013, 2017, 2020), European naiad (2020), Fanwort (2004, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2016, 2018), Variable milfoil (2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2016, 2017, 2018), Eurasian milfoil (2012)
- **Silver Lake** (Madison): Eurasian milfoil (2021), Variable milfoil (2002, 2004, 2006, 2018), Water chestnut (2019)
- **Silver Lake** (Harrisville): Variable milfoil (2018, 2020)
- **Lake Skatutakee** (Harrisville): Eurasian milfoil (2005)
- **Spofford Lake** (Chesterfield): Eurasian milfoil (2002, 2005, 2008, 2011, 2013), Variable milfoil (2011)
- **Squam Lake** (Holderness): Chinese mystery snail (2015), Curly-leaf pondweed (2009), Eurasian milfoil (2007), Fanwort (2013)
- **Suncook Lake** (Barnstead): Variable milfoil (2009, 2013)
- **Swanzy Lake** (Swanzy): Variable milfoil (2011), Eurasian milfoil (2012), Water chestnut (2014)
- **Thorndike Pond** (Jaffrey): Variable milfoil (2015)
- **Webster Lake** (Franklin): Curly-leaf pondweed (2012, 2021), Eurasian milfoil (2011, 2012, 2014), Fanwort (2010), Variable milfoil (2009), Chinese mystery snail (2018)



Aquatic Invasive Species (AIS) Infestation

New Hampshire 2022





New Hampshire Infested Waterbodies

Per New Hampshire Department of Environmental Services

March 2022

(Note: This listing does not include the Chinese Mystery Snail, which is documented in several waterbodies statewide.)

Map #	Waterbody (TOWN)	VM	CLP	FW	EM	EN	WC	BE	AC	FR
1	Winnepesaukee Lake (ALL TOWNS)	X								
2	Lees Pond (MOULTONBOROUGH)	X								
3	Ossipee Lake (Broad Bay) (FREEDOM)	X								
4	Opechee Lake (LACONIA)	X								
5	Winnisquam Lake (MEREDITH/BELMONT)	X								
6	Silver Lake (TILTON)	X	X							
7	Crescent Lake (WOLFEBORO)	X								
8	Wentworth Lake (WOLFEBORO)	X								
9	Mascoma Lake (ENFIELD)				X					
10	Sunrise Lake (MIDDLETON)	X								
11	Locke Lake (BARNSTEAD)	X								
12	Suncook Lakes (BARNSTEAD)	X								
13	St Paul's School Pond (CONCORD)	X								
14	Little Turkey Pond (CONCORD)	X								
15	Big Turkey Pond (CONCORD)	X								
16	Bixby Pond (EPSOM)	X								
17	Northwood Lake (NORTHWOOD)	X				X				
18	Massabesic Lake (AUBURN)	X		X						
19	Phillips Pond (SANDOWN)	X		X						
20	Big Island Pond (DERRY)	X		X		X				
21	Arlington Mill Reservoir (SALEM)			X						
22	Cobbetts Pond (WINDHAM)	X							X	
23	Captain Pond (SALEM)	X								
24	Flints Pond (HOLLIS)	X								
25	Cheshire Pond (JAFFREY)	X								
26	Contoocook Lake (JAFFREY)	X								
27	Pearly Pond (RINDGE)	X								
28	Forest Lake (WINCHESTER)	X								
29	Connecticut River (CHARLESTOWN)		X		X	X	X			X
30	Massasecum Lake (BRADFORD)	X								
31	Monomonac Lake (RINDGE)	X								
32	Hopkinton Lake/Dam (HOPKINTON)	X								
33	Nashua River (NASHUA)	X	X	X	X	X	X			
34	Powder Mill Pond (HANCOCK)	X								
35	Ashuelot River (WINCHESTER)	X								
36	Little Suncook River (EPSOM/NORTHWOOD)	X								
37	Mine Falls Pond (NASHUA)	X	X	X	X	X				
38	Winnepesaukee River (TILTON)	X	X							
39	Cochecho River (ROCHESTER)	X								
40	Robinson Pond (HUDSON)	X		X						



New Hampshire Infested Waterbodies

Per New Hampshire Department of Environmental Services

March 2022

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Map #	Waterbody (TOWN)	VM	CLP	FW	EM	EN	WC	BE	AC	FR
41	Squam River (ASHLAND)	X								
42	Squam Lakes (HOLDERNESS/ASHLAND)	X								
43	Horseshoe Pond (MERRIMACK)	X								
44	Gorham Pond (DUNBARTON)	X								
45	Belleau Lake (WAKEFIELD)	X								
46	Danforth Pond (FREEDOM)	X								
47	Rocky Pond (GILMANTON)	X								
48	Nutts Pond (MANCHESTER)							X		
49	Contoocook River (VARIOUS LOCATIONS)	X								
50	Turtle Pond (CONCORD)	X	X							
51	Balch Lake (WAKEFIELD)	X								
52	Melendy Pond (BROOKLINE)	X								
53	Potanipo Lake (BROOKLINE)	X								
54	Brindle Pond (BARNSTEAD)	X								
55	Jones Pond (Stumpfield Pond) (NEW DURHAM)	X								
56	Scobie Pond/Haunted Lake (FRANCESTOWN)	X								
57	Mountain Pond (BROOKFIELD)				X					
58	Barnstead Parade Pond/Suncook (BARNSTEAD/ PITTSFIELD)	X								
59	Merrimack River (MULTIPLE TOWNS)	X							X	
60	Kimball Pond (HOPKINTON)	X								
61	Ottarnic Pond (HUDSON)	X	X	X						
62	Pemigewasset River (SANBORNTON)	X								
63	Wilson Lake (SALEM)			X						
64	Lake Pemigewasset (MEREDITH)	X								
65	Piscataquog River (GOFFSTOWN)	X								
66	Halfmoon Pond (BARNSTEAD)	X								
67	Rockybound Pond (CROYDON)		X							
68	Powwow Pond (KINGSTON)	X								
69	Glen Lake (GOFFSTOWN)	X				X				
70	Long Pond (DANVILLE)	X								
71	Spaulding Pond (MILTON)	X								
72	Upper Goodwin Pond (CONCORD)	X								
73	Willand Pond (DOVER)	X								
74	Post Pond (LYME)				X					
75	Otter Pond (GREENFIELD)	X								
76	Naticook Lake (MERRIMACK)	X								
77	Turee Pond (BOW)	X								
78	Pine Island Pond (MANCHESTER)	X								
79	Oxbow Lake (CANTERBURY)	X								
80	Northeast Pond (MILTON)					X				



New Hampshire Infested Waterbodies

Per New Hampshire Department of Environmental Services
March 2022

(Note: This listing does not include the Chinese Mystery Snail, which is documented in several waterbodies statewide.)

Map #	Waterbody (TOWN)	VM	CLP	FW	EM	EN	WC	BE	AC	FR
81	Milville Lake (SALEM)					X				
82	Long Pond (PELHAM)								X	
83	Wash Pond (SANDOWN)								X	
84	Beaver Lake (DERRY)	X							X	
85	Crooked Pond (LOUDON)	X								
86	Chance Pond Brook (FRANKLIN)	X								
87	Great Pond (KINGSTON)								X	
88	Little Island Pond (PELHAM)								X	
89	Country Pond (NEWTON)					X				
90	Taylor Reservoir (SALEM)	X		X						
91	Deer Meadow Pond (CHICHESTER/EPSOM)	X								
	TOTAL	76	8	10	6	9	2	1	7	1

Code	Species Name
AC	Asian Clam
BE	Brazilian Elodea
CLP	Curly-leaf Pondweed
EM	Eurasian Milfoil
EN	European Naiad
FW	Fanwort
FR	Flowering Rush
VM	Variable Milfoil
WC	Water Chestnut

Position Summary:

Lake Host Program Lake Hosts staff local boat access sites to teach the public about aquatic invasive species prevention methods and to help boaters remove potentially-invasive plants and animals from boats, trailers, and gear. Lake Hosts are not enforcers of local or state ordinances, rules, or laws. A Lake Host represents NH LAKES and the local group participating in the Lake Host Program. A Lake Host may be an individual hired as a NH LAKES seasonal employee or an individual serving as a NH LAKES volunteer from the local community.



Essential Responsibilities:

- Appear in uniform and greet all arriving and departing boaters and visitors.
- Conduct boat and trailer inspections with boaters' permission. Follow protocols for removing aquatic plants and animals from boats and trailers and for submitting photos for identification.
- Collect and enter boater survey data neatly into the field app provided by NH LAKES.
- Encourage boaters to practice the "Clean, Drain, & Dry" method for preventing the spread of aquatic invasive plants and animals and hand out informational brochures and NH LAKES decals.

Knowledge, Skills, and Abilities:

The ideal Lake Host is:

- able to conduct a visual and tactile examination of all exterior surfaces of boats and trailers;
- comfortable interacting with strangers; professional, friendly, polite, and has a sense of humor;
- task-oriented, self-motivated, and able to deal with 'down time' productively;
- equipped to work outside safely in a variety of weather conditions; and,
- committed to providing fact-based information about aquatic invasive species prevention.
- Minimum age: 18. Exceptionally mature and independent 16- and 17-year-olds may be considered for work in pairs or with experienced Lake Hosts.



2022 Lake Host Program

Lake Host (Employee and Volunteer) Position Description

Working Relationships/Accountability:

- A paid Lake Host is a NH LAKES employee working at a host site of a local organization participating in the Lake Host Program.
- Lake Hosts collect data and suspicious plant or animal photos and submit information through the field app provided by NH LAKES.
- Lake Hosts are responsible for accurately completing and signing their timecard by the last Sunday in each pay period, using the online portal/app provided by NH LAKES.
- The leadership of the local group participating in the Lake Host Program will set the weekly staffing schedule, provide daily oversight and management, and provide the Lake Host with performance feedback. Employee and volunteer Lake Hosts should contact NH LAKES directly with questions, comments, or concerns, if not addressed by, or appropriate for, the leadership of the local group.
- Lake Hosts should seek medical attention immediately and notify the local leadership and NH LAKES as soon as possible if injured while on duty.

Salary, Benefits, Work Hours and Location:

- This position is temporary/seasonal and the individual determines their lakeside site location preference.
- This position pays no less than \$10/hour. Start and end dates, hourly pay rates, and hours worked per week vary by site location. This is a strictly outdoor position that runs roughly from May to October.
- This position is not eligible for overtime pay or NH LAKES health insurance benefits. Employees projected to earn more than \$5,000 in 2022 may elect to participate in the NH LAKES retirement plan through which NH LAKES will match the employee's payroll contributions up to 3%.
- No individual can serve as both a paid and volunteer Lake Host within one calendar year.

Organization Information:

Founded in 1992, NH LAKES is a statewide, publicly-supported 501(c)(3) nonprofit organization with the mission to keep New Hampshire's lakes clean and healthy, now and in the future. NH LAKES works with partners to promote clean water policies, responsible use, and inspires the public to care for lakes. The Lake Host Program is a collaborative effort between NH LAKES, the New Hampshire Department of Environmental Services, and local partners for the prevention of aquatic invasive species spread in New Hampshire's waterbodies.

Position Summary:

A Local Assistant/Manager is an employee of NH LAKES who assists the local group with data management and administration of the Lake Host Program.

Essential Responsibilities:

- Ensuring all boater survey and volunteer match data are submitted through online portals provided by NH LAKES.
- Notifying the Local Program Coordinator or individual Lake Hosts when improvements to data collection are needed.
- Following protocols for collecting boater surveys, volunteer match, entering data, and approving timesheets.
- Perform related duties as assigned by the Local Coordinator and approved by NH LAKES.

Knowledge, Skills, and Abilities:

The Ideal Program Assistant:

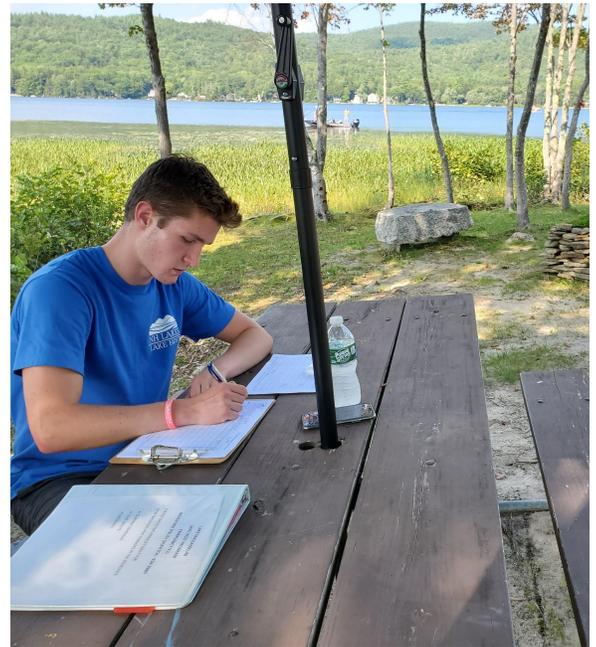
- is experienced as a Lake Host or will be a Lake Host this season;
- has strong data entry skills or is willing to learn;
- is able to work independently to accomplish tasks efficiently and on-time;
- has a computer and strong internet connection (or willing to use a computer at the local library);
- is committed to checking email regularly; and,
- is committed to providing data entry reporting to the local leadership and NH LAKES on a biweekly basis for the duration of the Lake Host season.
- **Minimum age: 18.**

Salary, Benefits, Work Hours, and Location:

- This position is temporary/seasonal and the individual determines their lakeside site location preference. This position pays no less than \$10/hour depending on experience. Start and end dates, hourly pay rates, and hours worked per week vary by site location.
- This is a temporary, seasonal position that does not include health insurance benefits. If the Program Assistant is projected to earn more than \$5,000 in 2022, they may elect to participate in the NH LAKES retirement plan through which NH LAKES will match employee's contributions up to 3%.

Organization Information:

Founded in 1992, NH LAKES is a statewide, publicly-supported 501(c) (3) nonprofit organization with the mission to keep New Hampshire's 1,000 lakes clean and healthy, now and in the future. NH LAKES works with partners to promote clean water policies, responsible use, and inspires the public to care for lakes. The Lake Host Program is a collaborative effort between NH LAKES, the New Hampshire Department of Environmental Services, and local partners for the prevention of aquatic invasive species spread in New Hampshire's waterbodies.





Lake Host Behavior Expectations

Be comfortable: Make sure you dress in layers and bring rain gear, a chair, **water**, bug spray, sunscreen, and an umbrella for the sun if your ramp doesn't have shade—and don't forget snacks!

Be alert: Pay attention to the weather, boat traffic, and people. Napping, sleeping, sunbathing, or swimming when you are working or volunteering is not acceptable. Waiting in an automobile is not appropriate, unless the weather is rainy, or if an extenuating circumstance has been discussed with and approved by NH LAKES.

Be observant: Check all arriving and departing boats thoroughly for plants, animals, and debris. Other states may not have aquatic invasive species prevention programs or may have more severe invasive problems than we do—pay extra attention to out-of-state boats.

Be safe: Follow all recommended safety procedures outlined in this manual and training sessions.

Be encouraging: Urge boaters to inspect their own boats, trailers, and gear every time before they enter and after they leave a waterbody. Listen to a boater's concerns.

Be professional: Lake Host shirts are mandatory and must remain on you and visible while on duty. While interacting with the boater, take off headphones, sunglasses (unless they are prescription), and do not use your phone (unless using it to record boater survey data).

Be independent: Discourage social visits and don't let friends and family distract you from giving your shift your full attention. Complete your paperwork and your duties without needing to be reminded by your local coordinator.

Be prepared: Make sure you have a supply of survey sheets, a pen, or if you are using a mobile device for data recording, a fully-charged battery for your shift.

Be understood: Speak clearly and slowly when talking with the public so they understand the importance of protecting the lake! If a boater does not wish to speak with you, then you should wish them a 'good day' and remind them to take the time to clean, drain, and dry.

Be in touch: Have a cell phone/know where the nearest phone is. Have the phone numbers of your local coordinator, NH LAKES, and police on hand.

Be organized: Make sure your boater survey data and timecard are submitted after every shift.

Be inspiring: Serving as a Lake Host is important work! You are saving lakes!



I. Overview

These policies are intended to ensure the fair and consistent treatment of all Lake Hosts and to foster an atmosphere of mutual respect, non-discrimination, and trust, based on clear lines of authority, responsibility, and accountability. None of the policies or guidelines are intended to give rise to contractual rights or obligations and are subject to modification by NH LAKES at any time. NH LAKES is an equal opportunity employer and will not tolerate any form of unlawful discrimination. Lake Hosts are “at-will” and NH LAKES or the Lake Host may terminate the relationship at any time.

II. Performance & Conduct

- Lake Hosts will be neat in appearance and will wear their NH LAKES uniform while on duty.
- Lake Hosts will promptly engage with and greet all boaters and non-boaters *on sight* and will remain visible (no sitting in a vehicle, unless pre-approved by NH LAKES due to safety concerns or medical issues), alert, and accessible at all times while people (boaters and other visitors) are at the launch site.
- Lake Hosts will not attempt to enforce boater adherence with any applicable laws, rules, or ordinances, deny boater access to the waterbody, or threaten to report boaters for any potential violations.
- Personal devices, if not being used for data collection, will remain away while boaters or visitors are at the launch site.
- Lake Hosts who will be late or absent will contact their local supervisor immediately regarding their lateness or intended absence unless prior approval has been received. Lake Hosts should check in with their supervisor prior to the start of a shift if adverse or unsafe weather conditions are forecasted for the period of the shift and should attempt to contact their supervisor if adverse or unsafe weather conditions occur while on duty.
- The manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance while on duty or in uniform is prohibited. NH LAKES is a smoke-free work environment, including outdoor workplaces.
- Lake Host employees and volunteers will adhere to a violence-free workplace and will not act or appear in a threatening manner.
- **Examples of misconduct that could lead to corrective action or dismissal may include, but are not limited to:** insubordination, including failure to adhere to the schedule that has been established; failure to wear a uniform while on duty; failure to remain visible while on duty (i.e. sitting in a vehicle unless prior approval has been granted by NH LAKES); neglect of duty; acts of aggression or physical or verbal violence of any kind; being under the influence of drugs or alcohol at the assigned workplace, on duty, or while appearing to be on duty (i.e. while wearing uniform).
- **NH LAKES reserves the right to determine and implement what it believes is an appropriate response to Lake Host misconduct.** If an individual feels that inappropriate corrective action has been taken against them, they are encouraged to discuss the complaint or grievance with NH LAKES.

III. Disciplinary Policy

- Failure to comply with this Health and Safety Plan will result in disciplinary procedures. Disregard for safety is treated in the same manner as disregard for other program rules.
- NH LAKES reserves its right to determine what it believes is an appropriate response and to implement it.
- The following corrective actions do not represent a progressive discipline plan or policy, but rather, actions that may be used independently or sequentially: verbal warnings, retraining on safety and health procedures, written warnings, suspension, and/or termination.
- Factors which may be considered in deciding whether to use corrective action and the level of corrective action include: the nature and seriousness of the offense; the Lake Host's past record; the impact of the Lake Host's conduct on NH LAKES, the public, and/or the other Lake Hosts; and any mitigating or aggravating circumstances.
- These corrective actions will not apply in the event of an offense which NH LAKES, in its sole discretion, deems serious enough to warrant immediate discharge or in other circumstances when NH LAKES determines that corrective measures would be inappropriate.

IV. Health & Safety

Weather Exposure *Lake Hosts may experience extreme heat/cold, direct sun, mosquitos, wind, rain, snow, or a combination of these elements.*

- Lake Hosts are responsible for being prepared to work outdoors in a safe manner and are encouraged to take precautions necessary to manage these conditions (i.e.; utilizing sunscreen, an umbrella, bug spray, bringing drinking water, hand sanitizer, etc.).
- Heat stress is a condition wherein the body's temperature-regulating system becomes overloaded. Lake Hosts should drink water before work and approximately every 20 minutes during days of extreme heat or direct sunlight. Take rest breaks in cool or shaded areas as needed. Use sunblock, a hat, or sun umbrella to protect yourself from the sun.
- A heatstroke is a life-threatening form of heat stress where the body's temperature-regulating mechanisms no longer function, accompanied by high fever and the inability to sweat. If you observe this condition, seek medical attention immediately.
- In non-life-threatening situations, if adverse conditions are present at the worksite, a Lake Host must make a reasonable attempt to confer with their local supervisor before leaving their shift early. Lake Hosts should not 'wait out' an adverse weather event at the private residence of their Local Coordinator or another association representative.

At Boat Ramps

- Lake Hosts should call 911 if an emergency appears to require a professional response such as police, fire, or medical personnel.
- Lake Hosts may work in isolated areas and should leave their worksite immediately if they feel unsafe (due to weather, strangers loitering, encounters with wild animals, etc.) and must notify their local supervisor as soon as possible. If an emergency occurs, Lake Hosts should call 911. NH LAKES recommends Lake Hosts work in pairs in isolated areas.



- Lake Hosts may not engage in dangerous or otherwise distracting activities while on duty (including, but not limited to: throwing balls for dogs; directing traffic; launching boats; fishing, and entertaining friends, family, or pets).
- Lake Hosts are not permitted to swim or fish as inadvertent accidents or exposure to pollutants could occur.
- Lake Hosts may not confront an angry or uncooperative boater. Lake Host safety is more important. Always back away from an uncomfortable or potentially dangerous situation. Lake Hosts are not enforcement officers.
- Bathroom facilities may not be available at the worksite. If reasonable bathroom facilities are not available onsite, Lake Hosts are permitted to leave the worksite to use the nearest public restroom (and **not** that of a supervisor or association representative within a private residence) and shall be paid for this short period of time.
- Lake Hosts are responsible for immediately reporting injuries sustained on the job to their supervisor, even if they appear to be minor. Failure to do so may result in loss of worker's compensation benefits.
- In the case of an ongoing or suspected cyanobacteria bloom, Lake Hosts should avoid contact with the water.

During Inspections

- Lake Hosts may not help boaters launch or take their boats out of the water.
- Lake Hosts may not direct traffic at the ramp or instruct boaters where to park their vehicles.
- Lake Hosts should stand to the side of the boat and trailer when conducting inspections where the driver can see them.
- If bending for an inspection, Lake Hosts should not make sudden jerking or twisting motions. If you need to change direction, don't move from the waist or knees; move your feet instead

V. In Case of Emergency *NH LAKES must be notified of ANY injury sustained by NH LAKES staff, visitors, volunteers, program participants, etc., while on NH LAKES premises or in the conduct of NH LAKES matters.*

- Seek immediate medical attention if you become injured while serving as a Lake Host. Notify your Local Coordinator and NH LAKES as soon as possible.
- If you are a paid Lake Host and hurt at work, workers' compensation (or "workers' comp") pays your medical bills. It also pays 60% of your lost wages after you miss more than three days of work. Workers' compensation is a type of insurance that all employers **MUST** provide.
- Follow up accident investigations conducted by NH LAKES Management may include:
 - Inspections of the scene, by trained personnel if necessary
 - Interviews with witnesses as soon as possible after occurrence
 - Interview with the victim at appropriate time
 - Attempts to determine cause, or causes
 - Documentation including recommendations to prevent it from happening again

VI. Harassment

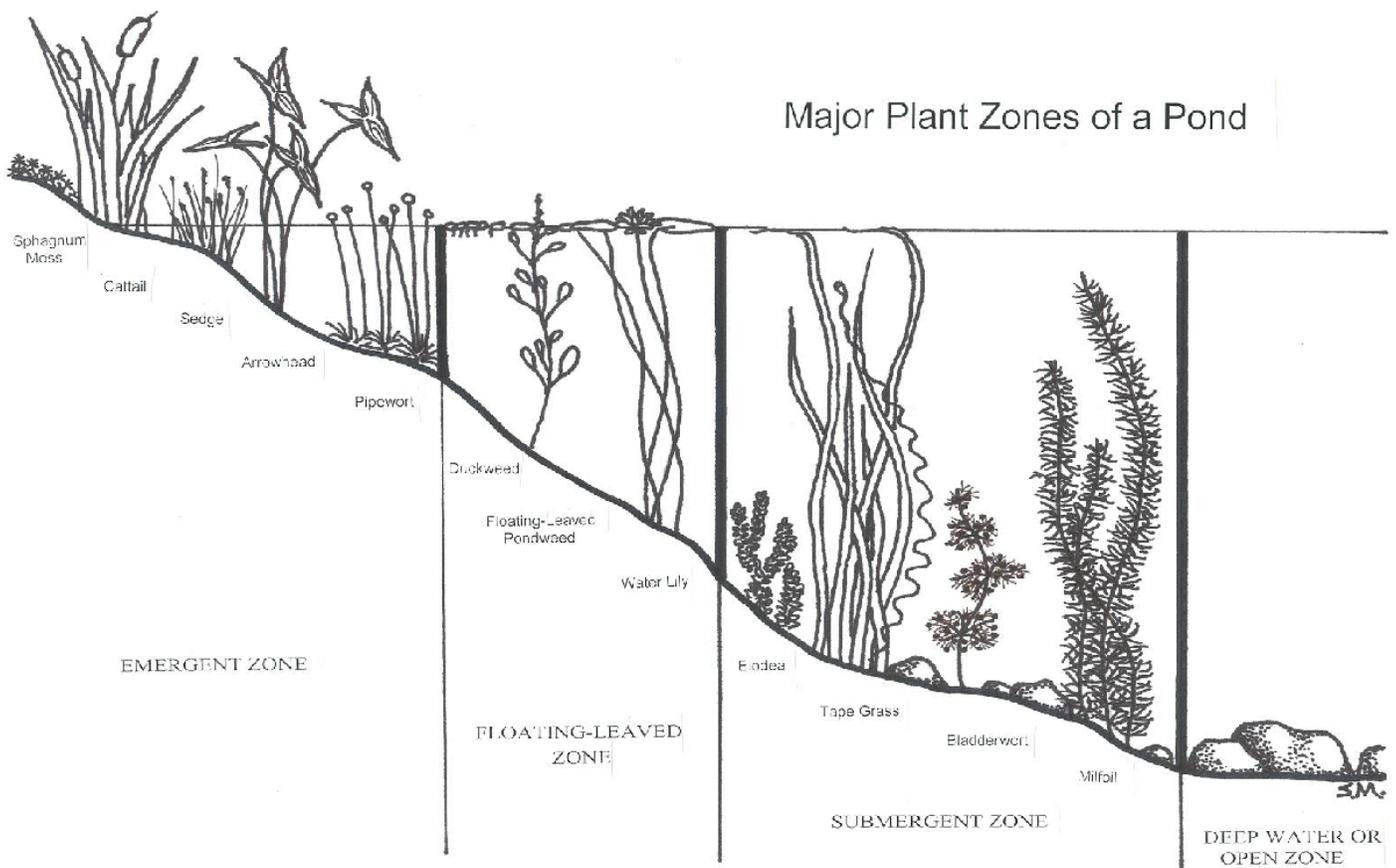
- Harassment consists of unwelcome verbal, physical, or visual conduct of any kind.
- Lake Hosts are responsible for respecting the rights of all, including, but not limited to, management personnel, co-workers, boaters, state agency staff, and the public.
- There is no requirement to follow any formal chain of command when filing a harassment complaint. Issues or incidents of concern may be expressed at any time to the local supervisor, staff of NH LAKES, and/or NH LAKES President.
- NH LAKES employs a zero-tolerance policy with regard to unlawful harassment of any type, regardless of position or rank within the organization, as well as that of boaters, visitors, etc. This policy applies to all incidents of alleged harassment, including those that occur off-premises, or off-hours, where the alleged offender is a supervisor, coworker, or a non-Lake Host with whom the Lake Host is involved, directly or indirectly, in a working relationship.
- All complaints of harassment will be taken seriously, will be investigated promptly, and will be kept confidential to the maximum extent possible.

VII. Compensation & Benefits (Employees Only)

- If a Lake Host resigns from employment, they are requested to give two weeks' notice. If a Lake Host quits or is fired, all wages due will be paid in accordance with the law (RSA 275:44).
- Biweekly pay periods begin on a Monday and end fourteen consecutive days later on a Sunday. Lake Hosts are responsible for submitting a signed timesheet to their local supervisor at the end of the pay period on the date prescribed by the supervisor. All Lake Host compensation is subject to payroll tax deductions as required by applicable statutory provisions. Lake Hosts may be hired to work up to 40 hours per week and are paid by the hour. All hours worked over 40 per week by a Lake Host will be paid on an overtime basis of 1.5 times their regular hourly rate (RSA 279:21, VIII). **Overtime must be approved in writing by NH LAKES in advance.**
- A Lake Host who reports to the location for work must be paid for a minimum of two hours if a shift is canceled without prior notification or if unsafe weather conditions or safety issues cause the Lake Host to leave the site (RSA 275:43-a).
- If working five or more consecutive hours, Lake Hosts may choose to take a 30-minute unpaid eating break. In order to minimize public confusion, Lake Hosts on an unpaid eating break are expected to cover up or remove their NH LAKES uniform and otherwise avoid appearing as a representative of NH LAKES. Lake Hosts may choose to eat while performing job duties and to be paid for time, provided that eating does not interfere with the execution of job duties and supervisor permission is granted (RSA 275:30-a).
- Paid Lake Hosts may not volunteer time unpaid to do the same job within the same calendar year.
- Lake Hosts 16 or 17 years in age may not work after 8 pm or before 6 am, or for more than 6 consecutive days and must have a signed youth employment form before beginning work.
- Lake Hosts have the option to use their personal devices for data collection in the field. The field app should be used in airplane mode to avoid consuming cellular data. Lake Hosts are responsible for any cost or damages incurred on their own personal devices.

Native Aquatic Plants

Aquatic plants are a common sight in New Hampshire’s waterbodies, and lake residents and visitors may question the role of these plants in the health of a lake ecosystem. This fact sheet will seek to address the most commonly asked questions and concerns regarding aquatic vegetation and its role in lake ecology.



What types of aquatic plants live in my lake? There are three common categories of aquatic vegetation: emergent, submergent, and floating. Emergent vegetation grows with its roots down in the sediment, and most of the plant is out of the water. Submergent plants are fully underwater and may be rooted or unrooted. Floating plants have leaves that float on the surface of the water and can be rooted or unrooted. Smaller algal photosynthetic organisms called phytoplankton are also present in our waterbodies. They are present near the shore, and are also the primary photosynthesizers in deeper water where vegetation cannot grow.

Most waterbodies will have all vegetative forms, providing a diverse aquatic habitat for many organisms.



Aquatic Invasive Species

What You Need to Know

What are the benefits of aquatic plants? Through photosynthesis, plants provide food, remove carbon dioxide, and produce oxygen. Aquatic vegetation provides food for zooplankton (tiny microscopic animals), fish, waterfowl, moose, other mammals, and in some cases, humans.

Aquatic vegetation also acts as a habitat. Submerged vegetation provides a habitat for small fish seeking refuge from predators. They may also use this vegetation as spawning beds to lay their eggs. Emergent vegetation provides habitat for certain wading and songbirds that may feed or nest at these sites.

Aquatic plants also provide for humans. Examples include rice, cranberries, blueberries, fiber for rope, reeds for caning, herbs, medicinal compounds, and aesthetic items such as flowers and colorful fruits and berries!

What can you do to limit nuisance amounts of plant growth? As a lake resident or concerned citizen, be aware of what happens within the watershed. Septic systems and runoff from roads, lawns, and agriculture carries nutrients, silt, and sediment. In freshwater, phosphorus is a nutrient that limits plant growth. The lower the phosphorus levels, the fewer the plants. The best way to protect a waterbody from is by protecting its shoreland. Maintaining a healthy, well-distributed stand of trees, saplings, shrubs, and groundcover, soaks up runoff water and acts as a filter for nutrients and sediments.

Aquatic plants are a natural and beneficial part of your lake. When aquatic plants interfere with human activities, we quickly view them as "weeds" or nuisances to remove. However, aquatic plants are a natural component of and vital link to a healthy and diverse aquatic ecosystem. Complete removal of native plants is not recommended as it is costly, impractical, detrimental to a healthy lake ecosystem, and requires a permit. In addition, if someone clears a lake of its native aquatic vegetation, invasive aquatic vegetation can start to colonize the lake, or the lake may shift to an algal-dominated system with low clarity and murky water. This occurrence has happened in several New Hampshire waterbodies where disturbances to native plant communities have taken place.

What Are Invasive Species?

Aquatic invasive species are not native to New Hampshire. Their prolific characteristics allow them to grow rapidly, thereby taking over a waterbody. They have no natural controls like predators and other environmental factors to keep their growth balanced.

Why are invasive species a problem? Invasive aquatic species are problematic as they can clog waterbodies, impede recreational activities like swimming, fishing, and boating, and cause economic and ecological harm. In some states, certain invasive aquatic plants have been implicated in people drowning.

How are aquatic invasive species spread? Invasive species spread in many ways, including through ballast water. Ballast water, which helps keep vessels stable in the water, can introduce and spread aquatic invasive species if released into the water untreated. Sometimes pet and nursery industries bring new exotic species into the country and state. Once in our lakes and ponds, the transient boater is the prime mechanism of spread from waterbody to waterbody.

What control measures are used? There are various management practices for invasive plants, including hand-pulling, benthic barriers, and herbicide applications. Once entrenched, invasive plants are very difficult to manage. Management practices cost hundreds of thousands of dollars annually. There are no feasible management options for invasive animals in New Hampshire being implemented right now.

What Aquatic Invasive Species Threaten Our Lakes?

Milfoil (*Myriophyllum*)

Milfoil is an aquatic plant with fine, featherlike leaves whorled around the main stem. It can grow up to 15 feet long and may bloom in late June or July. There are two types of invasive milfoil in New Hampshire, variable milfoil and Eurasian milfoil. Under optimum temperature, light, and nutrient conditions, milfoil may grow up to an inch per day.

Variable milfoil has been in the state since the late 1960s and is aggressively present in many waterbodies across New Hampshire. Eurasian milfoil is present in a small number of waterbodies in New Hampshire, Vermont, and Massachusetts but tends to occur in waters with higher pH ranges than those in New Hampshire. There are also six indigenous milfoil species in New Hampshire, but they are not aggressive or cause for concern.

A small fragment of milfoil carried on a boat, trailer, or recreational gear and deposited into a waterbody is enough to establish a new population.



Fanwort (*Cabomba caroliniana*)

Fanwort is a submerged aquatic plant with narrow leaves arranged in a fan shape. Leaves are located oppositely along the stem and floating, lily-like leaves are present during flower production in August. This plant grows approximately two to 12 feet long.

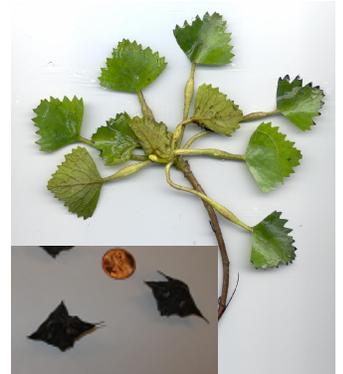
Fanwort is indigenous to the southern United States, Latin America, and South America. This plant was discovered in New Hampshire in the late 1960s and likely entered the state via a transient boat trailer or dumping of a tropical fish aquarium. Fanwort quickly invades shoreline areas of waterbodies, ultimately impairing recreational activities and other designated uses of waterbodies.



Water chestnut (*Trapa natans*)

Water chestnut derives its name from its large horned fruit, called a chestnut. Each of the four horns on the nut is sharp and has a spine with several barbs. The plant generally floats on top of the water like a lily pad, but also has submerged feather-like leaves that resemble milfoil. The leaf stalk of the floating leaves have a bladder-like sac filled with air which provides buoyancy. This plant is not the same species as the edible water chestnut used in cooking.

The seed pods may get stuck in the carpeting on trailer bunks and can remain viable out of water for 16 years! One seed can produce 300 new seeds in a single year. Water chestnuts can completely cover the surface of a waterbody and can potentially infest wetlands and other critical habitats too.



Curly-leaf pondweed (*Potamogeton crispus*)

Curly-leaf pondweed is a submerged plant with distinctly ruffled leaves with finely serrated edges. It is indigenous to Europe and Asia but adapted to growing in cold conditions and is now present in a handful of waterbodies in New Hampshire, Southwestern Maine, Vermont, Connecticut, New York, and Rhode Island.

Plants sprout from rhizomes and vegetative buds in the fall and grow through the winter, reaching maturity early in the season (late spring through early summer). Plants generally die back by mid-July after releasing seeds but can interfere with recreational and other uses of lakes and rivers in the spring by producing dense mats at the water's surface.



European naiad (*Najas minor*)

European naiad is indigenous to Europe and was first introduced to the United States in the 1930s. The brittleness of this plant allows it to break easily into fragments that may become attached to boats, trailers, or equipment. The small seeds can easily become attached to waterfowl or be taken up in the bilge water of boats.

European naiad grows in slow-moving streams, ponds, and lakes and may reach up to four feet in length. The leaves are thin, small, serrated, and arched backward. It can tolerate conditions where nutrient and sediment pollution threaten water quality and may become more prevalent in New Hampshire if we don't take measures to reduce sources of pollution.



Zebra mussels (*Dreissena polymorpha*)

Zebra mussels are indigenous to the drainage basins of Eastern Europe. These small shellfish are marked by alternating light and dark bands and are roughly the size of a pistachio nut. They can reproduce once they are one year old and lay 30,000-1,000,000 new mussels per year! Zebra mussels form barnacle-like crusts several feet thick and can attach to stone, wood, concrete, iron, steel, aluminum, plastic, fiberglass, PVC, crayfish and other mussels, and on softer substrates like plants and mud.



Larva can be transported in a drop of water, and it is critical that boaters follow strict prevention measures to avoid transporting this species into New Hampshire. With infestations to the south and west, it is anticipated that their arrival in New Hampshire is just a matter of time.

Asian clam (*Corbicula fluminea*)

Asian clams are small round shellfish with thick, concentric rings on their shells. They are much smaller than our native mussels, averaging less than 1.5 inches. A single clam can release 2,000-8,000 offspring in a year and can self-fertilize. The Asian clam is in a handful of New Hampshire waterbodies. Because this species spreads quickly there may be undocumented populations that have not been discovered yet.

Water intakes such as those at drinking water and electric generation facilities become clogged by juveniles that are sucked into the intake and that grow in the system. The clams release phosphorus into the water through burrowing when feeding from the sediment. This resuspended phosphorus can potentially feed toxic cyanobacteria blooms.



Spiny water flea (*Bythotrephes longimanus*)

Spiny water flea is a tiny crustacean about one half-inch in size, over ten times larger than native water fleas! The elongated, barbed tail of this non-native organism protects against predation by small juvenile fish that have difficulty ingesting the tail spine. Spiny water flea is indigenous to Eurasia and was introduced into the Great Lakes via freighter ballast in the mid-1980s.



This organism threatens fishing by competing with fish for food and reducing the diversity and density of native zooplankton. The barbed tail catches on fishing gear and can accumulate as gelatinous, cotton-like clumps. Eggs survive passage through the digestive tracts of fish and can survive for extended periods on fishing gear. Consequently, resting eggs are insidious “stowaways” and contribute greatly to the rapid dispersal of this species



Aquatic Invasive Species

What You Need to Know

What Are Our Laws Surrounding Aquatic Invasive Species?

The purpose of the Lake Host Program is to educate boaters and offer courtesy boat inspections. Lake Hosts are not enforcers and do not “report” boaters who refuse an inspection or do not comply with the law. You can offer this information to the public if you feel comfortable doing so—it’s one of the reasons why the Lake Host Program is so helpful to boaters, you are helping them protect the lake while helping them avoid fines!

All recreational boaters are required to:

- Clean off all mud, plants, animals, and debris from their boat, trailer, and equipment.
- Drain motors, bilges, live wells, ballast tanks, storage compartments, and gear.
- Open/remove all drain plugs and drain all compartments and gear (where runoff won’t flow back into the water) before leaving the ramp and leave open while trailering (i.e while driving down the road).
- Use available tools at access sites on boats, trailers, and gear to prevent the spread of invasive species.
- Out-of-State motorized boaters are required to purchase and display the annual \$20 Aquatic Invasive Species Decal.

NH RSA 487:16-a Exotic Aquatic Weed Prohibition

No exotic aquatic weeds shall be offered for sale, distributed, sold, imported, purchased, propagated, transported, or introduced in the state.



NH RSA 487:16-b Exotic Aquatic Weed Penalties

It shall be unlawful to offer for sale, distribute, sell, import, purchase, propagate, negligently transport, or introduce exotic aquatic weeds into New Hampshire waterbodies. Any person engaging in such an activity shall be guilty of a violation.

NH RSA 487:16-c Transport of Aquatic Plants or Exotic Aquatic Weeds On Outside of Boats, Vehicles, and Equipment

No person shall negligently transport any aquatic plants or plant parts or exotic aquatic weed or weed parts to or from any New Hampshire waters on the outside of a vehicle, boat, ski craft as defined in RSA 270:73, trailer, or other equipment.



NH RSA 487:16-d Draining of Water Conveyances

- When leaving waters of the state, a person shall drain his or her boat and other water-related equipment that holds water, including live wells and bilges.
- Drain plugs, bailers, valves, or other devices used to control the draining of water from ballast tanks, bilges, and live wells shall be removed or opened while transporting boats and other water-related equipment, if the vessel is so equipped.





Aquatic Invasive Species

What You Need to Know

NH RSA 487:16-e Use of Best Available Technology at Public Boat Access Sites

- Public boat access facility owners such as state agencies and municipalities, may provide various technologies including, but not limited to, garden hoses, cleaning tools or units, and decontamination units at their access sites for the purposes of cleaning, draining, drying, or decontaminating boats, trailers, and aquatic gear in order to prevent the spread of aquatic exotic invasive species.
- Prior to entering and after exiting the waterbody through a boat access facility, boaters using public boat access facilities shall use the clean, drain, dry, or decontamination technology made available at that site when such technology is available, without cost, and not otherwise restricting access to the public waterbody.

NH RSA 487:16-f Penalties

Any person who violates RSA 487:16-c through 487:16-e shall be guilty of a violation punishable by a fine of \$50 for a first offense, \$100 for a second offense, and \$250 for any subsequent offense. The authority to enforce these sections shall extend to all peace officers in the state of New Hampshire.

NH RSA 487:43 Aquatic Invasive Species Decal

- No person shall operate a powerboat registered in another state on New Hampshire public waters without displaying a New Hampshire aquatic invasive species decal from the department of environmental services.
- A decal shall be purchased from the department online at tinyurl.com/aisdecal for \$20.
- The revenue from each decal shall be distributed to the lake restoration and preservation fund established in RSA 487:25 in the same proportions as the addition to the boat fee under RSA 487:25, I.

RSA 207:14 Prohibited Species – Importation, Possession, and Release

No person shall import, possess, sell, exhibit, or release any live marine species or wildlife, or the eggs or progeny thereof, without first obtaining a permit from the New Hampshire Fish and Game Department Executive Director. No person shall be issued a permit to import (*Fis 803.03 & Fis 803.04(b)*), possess (*Fis 804.03*), or release (*Fis 805.01*) designated prohibited wildlife.

How Can Boaters Prevent the Spread of Aquatic Invasive Species?

CLEAN: Visually inspect boats and trailers before entering *and* after leaving the water. Remove and dispose of all plants, animals, mud, and other debris. Inspect all live wells, recreational gear, fishing gear, and anchors. Dispose of unused bait and unwanted fish parts in a trash can. *Cleaning is the law!*

- **If the hull of a boat feels sandpapery, there may be zebra mussel growth on the vessel.** Visit the nearest boat-friendly car wash to clean the boat, trailer, and gear with high-pressure hot water.
- **Inspecting jet-powered craft:** Personal watercraft have a jet drive system which requires some extra precautions. Invasive species can become stuck in the jet drive system and get transported from one waterbody to another.
 - Start and run the engine for a second or two to blow out any excess water and debris. *(Make sure no one is standing directly behind the watercraft and that the expelled water won't flow directly into the lake.)* After the engine has stopped, pull out any plants or other debris that are still in the steering nozzle and inspect the water intake for plant fragments.

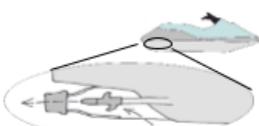
DRAIN: Open all drain plugs and drain water from the motor, bilge, live wells, ballast tanks and bags, fishing gear, bait buckets, and other locations where water collects. Keep all drain plugs open/out while trailering between waterbodies. Draining should occur away from the lake and not on the ramp to prevent the drain water from flowing back into the lake. Put drain plugs back in before launching again. *Draining is the law!*

DRY: Allow boats, trailers, and recreational gear to dry for at least 5 days before using again. Visit a boat-friendly car wash before launching into another waterbody if the last one was infested or if 5 days drying time is not possible.

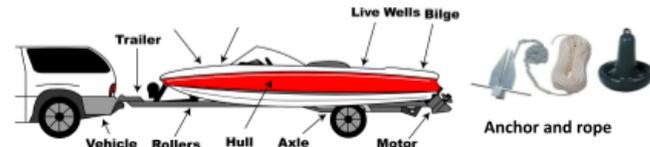
Inspection Check Points by Watercraft Type



For paddle craft: Check the hull, inside cockpit and storage areas, all paddles and the trailer it came in on.



For Jet ski/boat: Ask the owner to stop and start the engine to remove trapped water. **This will NOT damage motor!**



For boats on trailers: Check all of these “SNAG AREAS” areas. You should walk around the entire boat, and get down to check under the trailer and behind the wheel wells. Check the anchor and rope, too!



How to Conduct a Successful Inspection

Lake Hosts are the first friendly faces a visitor sees when arriving at a boat launch area. The visitor recognizes you as someone 'official' because you are wearing your Lake Host shirt/sweatshirt and holding your boater survey clipboard or mobile entry device. Approach everyone that visits the ramp confidently and with a positive attitude.

Inspect ALL boats arriving from the road and departing from the water following the instructions provided in this section.

Inform or remind everyone you see about aquatic invasive species and what they can do to protect the lake. Everyone loves the lake, and that is the greatest thing we all have in common!

Collecting high-quality survey data is an important aspect of the Lake Host Program. All boater survey information collected is compiled and stored in a digital database. The Local Coordinator may elect to have Lake Hosts enter survey data directly into a mobile device using the Field App created by NH LAKES or have Lake Hosts fill out paper survey sheets to be cataloged digitally at a later time.

Simples Steps for Conducting Successful Inspections

Before starting your inspection, make sure to have the following fields filled out on your paper survey or in the Field App:

Group: This is the local lake association you are working with.

Date: Date and time that the survey/inspection was conducted.

Lake Name: The body of water where you are stationed.

Ramp Name: The name of the boat access site where you are stationed.

Lake Host Name: BE CONSISTENT. Abbreviate if needed.

Launching or Leaving: If you are inspecting a boat as it ARRIVES to launch write an "A," if you inspect a boat as it is DEPARTING or leaving the launch write a "D."

Always introduce yourself to visitors and explain why you are at the ramp:

"Good Morning! I am [your name] from [local lake association] and we are working with NH LAKES to help you prevent the spread of aquatic invasive species

Species like milfoil and Asian clam grow uncontrollably disrupt the natural balance of the lake. They also make boating, fishing, and swimming difficult and dangerous and hurt property values and the local economy too!

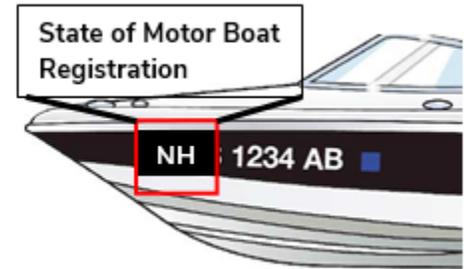
I'm can teach you the clean, drain, & dry method to prevent so you can prevent their spread. I'll also conduct a courtesy boat inspection and remove any potential plants or animals that might be hitchhiking on your boat, trailer, and gear.

This service is all free and completely non-regulatory!"

Greet people with a smile!

- **For boats ARRIVING from the road:** “Welcome to the lake!” Approach the boater before they begin backing down the ramp.
- **For boats DEPARTING from the water:** “How was it out there?” Allow the boater time to pull their boat out of the water and pull off of the ramp before approaching them.
- Ask the boater for permission to inspect their boat. You can always reassuringly say, “I know you are in a hurry—it will only take a couple of minutes and you’ll be out on the lake (or on the road) in no time!”
- Observe the type of boat:
 - **For boats that are MOTORIZED:**
 - Observe and record the **state** of motorboat registration. When a boater is arriving to launch their boat, ask them the last lake they were in. Be sure to note which state the waterbody was in! When using the Field App, the STATE of the last waterbody visited must be entered first.

Example: NH, ME, etc. If you don’t see the state in the drop-down in the Field App, choose “OTHER” and free type the name of the state.
 - **Ask if the boat has a ballast tank/bag.** A ballast tank (or bag) is filled with water to make the boat heavier to make larger waves for wake surfing. Record answer.
 - **For boats that are NON-MOTORIZED:** Do not record the state of registration.
 - **Unsure?:** Politely ask the boater if the boat has a motor. Small trolling motors are common in sailboats and canoes.
- **Perform a thorough inspection by using the following checklists for all boaters ARRIVING from the road or DEPARTING off the lake.**



When a boater tells you the name of the last New Hampshire waterbody (or next potential waterbody) their boat was in...

Check the INFESTED WATERBODIES list in this manual to see if that lake has an aquatic invasive species!

Let the boater know what the status is so that they can be extra diligent when they “Clean, Drain and Dry” to prevent spreading invasive species from that waterbody.

For boats ARRIVING from the road:

“I’m here to help you protect the lakes you love from invasive species, do you mind if I quickly check your boat, trailer, and gear for hitchhiking plants or animals before you launch?”

- ✓ Run your hand along the hull while you walk a complete circle around the boat. If the hull of a boat feels sandpapered, there may be zebra mussel growth on the vessel. Encourage the boater to visit the nearest boat-friendly car wash to decontaminate with high-pressure hot water. **Do not prevent them from launching.**
- ✓ Get down and check underneath the trailer, on the carpet, and any snag points for plants or animals. Check the license plate area, trailer lights, wheel wells, motor, propeller, and anchor line. **Do not reach into a boat without permission.**
- ✓ Ask the boater what lake or waterbody the boat visited last and record this information on your boater survey sheet or in the Field App.

STATE/TOWN of the Last Waterbody this Boat Visited:

When a boater is arriving to launch their boat, ask them the last lake they were in. Be sure to note which state/town the waterbody was in for accuracy! When using the Field App, the STATE of the last waterbody visited must be entered first. **Example:** NH, ME, etc. If you do not see the state in the drop-down, choose “OTHER” and free type.

NAME of the Last Waterbody this Boat Visited:

Once you have noted the state/town of the last waterbody, carefully record the NAME of the waterbody. When using the Field App, you should start typing the most specific part of the waterbody name first and then select from the drop-down list. **Example:** Start typing “Winnepesaukee” instead of “Lake Winnepesaukee” for better results. If you don’t see the waterbody in the drop-down, choose “OTHER” and free type. Don’t be afraid to ask the boater how to spell the waterbody name!

- ✓ Use friendly conversation to collect answers to the “Clean” “Drain” and “Dry” sections of the boater survey.

You Found Something Suspicious On The Boat!

...NOW WHAT?

Nice job! Let the boater know that there is something on the boat and **ask for their permission to remove it.**

Always speak carefully and without blame when removing specimens.

Does it look suspicious up close?

YES! Inform your local coordinator—they will decide whether or not to submit it for identification. Or, use the field app to submit a photo!

Gently remind the boater that, by law, boats must arrive to a launch free of plants, animals, and debris. **Check the boat again with the boater to make sure nothing was overlooked.**

NOPE! If it is obviously a maple leaf, lily pad, etc., dispose of it in an area where it will not wash back into the lake.



How to Conduct a Successful Inspection

Cleaned: Ask the boater “Have you cleaned your boat since leaving ____?” This includes using a hose or visiting a car wash. Cleaning is the law in New Hampshire. Some boaters may not know that!

Drained: Ask the boater “Have you drained all of the water out of your boat and recreational gear since then?” This includes pulling the drain plug (and leaving it out while in transit) and emptying all compartments that hold water in motorboats, flushing water out of personal watercraft, and sponging out paddle craft. Draining is the law in New Hampshire and relatively new (passed in 2017) so be sure to help boaters out by sharing this important information!

Dry: Ask the boater “Has your boat been dry or out of water for **five days** since the last time you used it?” Studies show that it takes at least this long to kill any hitchhiking plants or animals that could be hiding in hard-to-reach places. Sometimes boaters don’t like to wait that long, be sure to let them know about the nearest boat-friendly car wash location where they can access a high-pressure hot water wash. They can also use a hose and towel at home if there are no other options.

- ✓ When you have completed your survey and finished performing the inspection, always thank boaters for their time. Don’t forget to wish them well out on the lake and offer a brochure and decal.

For Boats DEPARTING from the water:

“I hope you had a great time on the lake! I’m just here to help prevent the spread of invasive species, do you mind if I quickly check your boat and trailer for hitchhikers once you get situated?”

- ✓ Get down and check underneath the trailer, on the carpet, and any snag points for plants or animals. Check the license plate area, trailer lights, wheel wells, motor, propeller, and anchor line.

Example: “Have you had a chance to drain your boat—livewells, motor, bilge, storage compartments, ballast tanks/bags— before coming to this ramp?”

Boater says “YES”: Thank you! It’s your boat has been drained and the drain plug has been open/out since the last waterbody. The law requires boats to be drained before leaving the ramp and that all drain plugs are open or out during trailering. Before launching, please don’t forget to put the drain plug back in and make sure it is closed.”

Boater says “NO” or “I DON’T KNOW”: “Thanks for letting me know. Please open all the drain plugs and tilt the motor up to avoid spreading invasive animals into the lake. A law went into effect in 2017 requiring boaters to drain their boats after boating and to keep the drain plugs out/open when trailering. Boaters can be fined for not doing so. But, don’t worry, as a Lake Host Inspector, I’m just here to help you.”

****If a boater answers “NO” and has been in a waterbody with an AIS**:** let them know their boat could be potentially harboring invasive species and politely suggest they visit a boat-friendly car wash before launching. **Lake Hosts are not enforcement officers and MAY NOT stop a boat from launching.**



How to Conduct a Successful Inspection

- ✓ Remove all vegetation and debris with boater's consent and dispose of it in the trash, or forward for identification as appropriate. Get permission before reaching into a boat!
- ✓ Ask the boater what lake or waterbody this boat **may visit next** and record this information:

STATE/TOWN of the Next Waterbody this Boat May Visit: After a boater has pulled their boat from the water, ask them what STATE or TOWN they might visit next.

NAME of the Next Waterbody this Boat May Visit: Once you have noted the STATE/TOWN of the next possible waterbody, carefully write the NAME of the waterbody.

Why is this (next waterbody) question important? Not every lake has a Lake Host Program to protect it from aquatic invasive species. This data helps us see relationships between waterbodies to identify what lakes and ponds are potentially at risk! It also helps us better understand how traffic travels across state lines so we can better communicate with our partners in neighboring states!

- ✓ Remind the boater, in a friendly manner, that cleaning and draining after leaving is the law and that they will want to leave drain plugs open while in transit to avoid fines. If they can't dry their boat for 5 days they should visit a car wash, use the hose, or, as a last resort, at least towel dry.
- ✓ Thank the boater for their time and wish them a happy day!

If the boater does not allow you to inspect their boat:

It is their right to refuse an inspection. Do not get angry with a person who denies inspection. If you leave a good impression this time, they may warm up to an inspection in the future.

- ✓ **Smile!** Be compassionate and understanding. "I'm only an educator, I don't enforce anything, and I'm not here to report you. We provide courtesy inspections to help keep the lakes clean and to help boaters know and understand the "Clean and Drain" law to avoid fines. Thanks for your time. Have a great day!"

DO NOT:

- Raise your voice, or be condescending, disrespectful, or threatening to the boater.
- Try to prevent the boater from launching or say that you are going to 'report' them.
- Hold Marine Patrol, Fish & Game, or DES staff to a higher or lower standard.

All Boaters should be reminded to "Clean, Drain, and Dry" to prevent the spread of aquatic invasive species and everyone should be treated the same way - **with respect**.



How to Fill Out A Boater Survey

Quick Reference

Required Fields for Every Inspection:

- **Group:** This is the local lake association, municipality, or group you are working with.
- **Date:** Date and time that the survey/inspection was conducted.
- **Lake Name:** The body of water where you conducted the survey and inspection.
- **Ramp Name:** The name of the boat launch or access site. Ask your Local Coordinator if unsure.
- **Lake Host Name:** First initial and last name. BE CONSISTENT (Example: jdoe)
- **Launching or Leaving:** If you are inspecting a boat as they ARRIVE to launch write an “A,” if you inspect a boat as they are DEPARTING or leaving the launch write a “D.”
- **Type of Boat:** Does it have a motor? It is motorized. What about a canoe with a trolling motor? Motorized. Sailboat? Ask the boater if you are not sure!

Questions for Motor Boats ONLY:

- **Ballast Tank:** A ballast tank (or bag) is filled with water to make the boat heavier.
- **State of Registration:** By observation.

Questions for Arriving Boats ONLY:

- **STATE/TOWN of the Last Waterbody this Boat Visited:** When a boater is arriving to launch their boat, ask them the last lake they were in. Be sure to note which state/town the waterbody was in for accuracy!
- **NAME of the Last Waterbody this Boat Visited:** Once you have noted the STATE of the last waterbody, carefully record the NAME of the waterbody.
- **Cleaned:** Ask the boater “Have you cleaned your boat since leaving ____?”. This includes using a hose, soap, and a sponge, or visiting a car wash. Cleaning is the law in New Hampshire. Some boaters may not know that all plants and debris need to be removed whether they are invasive or not!
- **Drained:** Ask the boater “Have you drained all of the water out of your boat and recreational gear since the last time you used your boat?”
- **Dry:** Ask the boater “Has your boat been dry or out of water for five days since the last time you used it?”

Questions for Departing Boaters ONLY:

- **STATE/TOWN of the Next Waterbody this Boat May Visit:** After a boater has pulled their boat from the water, ask them what STATE/TOWN they might visit next.
- **NAME of the Next Waterbody this Boat May Visit:** Once you have noted the STATE/TOWN of the next possible waterbody, carefully record the NAME of the waterbody.

Required Fields for Every Inspection

- **Specimen Sent to DES:** Check this box on the paper survey (if using) when you submit a photograph through the field app. It is important to take a CLEAR photo that shows scale and detail on a properly filled out photo submission form.



Boater Survey Field App Instructions

Using the Survey123 App

Using Survey123 to collect data in the field:

Step 1: On your smart device, go to your app store to download the FREE “Survey123” app. If the app is already on your phone from last season, skip to Step 2.

Step 2: Once you have downloaded the app, use the web browser on your phone and navigate to arcg.is/1SD9HX and click “Open in the Survey123 field app” to download the NH LAKES Boater Survey onto your mobile device.

Step 3: Open the Survey123 App (green icon with a white checkmark). Click “Continue without signing in,” and open the NH LAKES Boater Survey.

Step 4: Once you have opened the NH LAKES Boater Survey click the blue circle “Collect” button to open up a fresh survey!

Step 5: Enter your survey information! Take your time and double-check to make sure that your fields were selected.

Step 6: Hit the checkmark (lower right-hand corner) to submit your survey.

- If the local boat launch has limited cellular service, or, to save on data charges, save your survey locally on your mobile device in your “Outbox” to be submitted later when Wi-Fi is available. **Please Note:** You can keep your mobile device on airplane mode to conserve battery and cellular data.
- **Surveys saved in your outbox MUST be submitted in order to be counted.** Once Wi-Fi access is available, turn off airplane mode and click the green circle “outbox” button.
- Once in the outbox, look for the light green oval “Send” button and hit send!

Step 7: Clean up the storage on your mobile device periodically.

- Open the Survey123 App (green icon with a white checkmark) and open the Survey123 App settings by clicking on the button in the top right-hand corner (seen as three white dashes).
- Click the “Settings” button that resembles a white gear.
- Click the “Storage” button that says “Manage local data.”
- Click “Delete Submitted Surveys.”
- **Note:** DO NOT select “Delete Survey” within the NH LAKES Boater Survey or you will need to re-download the boater survey following Steps 1-5 above.

If you have problems, email: lakehost@nhlakes.org.





2022 Lake Host Program – Boater Survey

Group: Small Dog Pond Association

Date: 7/4/2022

Lake Name: Small Dog Pond

Ramp Name: Blueberry Cove

Lake Host Name(s): Kcosta

Read the boater survey instructions in the 2022 training manual.
Complete one row for each boat inspection. A boat that was inspected when launched and retrieved should take up two rows.

	Time (am or pm)	Launching or Leaving (Circle one)	Type of Boat (Circle one)	Motor boats only			Arriving boats					Departing Boats		Specimen submitted	
				Ballast Tank/ Bag <small>x=Yes</small>	State of Registration	Out-of-State Decal? <small>x=Yes</small>	Last Waterbody		Clean	Drain	Dry	Next Waterbody			
							State/Town	Waterbody	X =Yes	X =Yes	X =Yes	State/Town	Waterbody		X =Yes
1	7am	<input checked="" type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input checked="" type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized	x	NH		NH	Northwood Lake			X	X			X
2	10am	<input type="checkbox"/> Arriving <input checked="" type="checkbox"/> Departing	<input checked="" type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized	x	VT	x							NH	Pawtuckaway Lake	
3		<input type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized												
4		<input type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized												
5		<input type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized												
6		<input type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized												
7		<input type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized												
8		<input type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized												
9		<input type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized												
10		<input type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized												

Boater Survey Data may be submitted through the Field App or on the provided online spreadsheet. If you are unsure which method your ramp uses, please ask your coordinator.



Lake Host Program Suspicious Specimen Photo Submission

Group Name: *Town of Hudson Conserv Commiss*

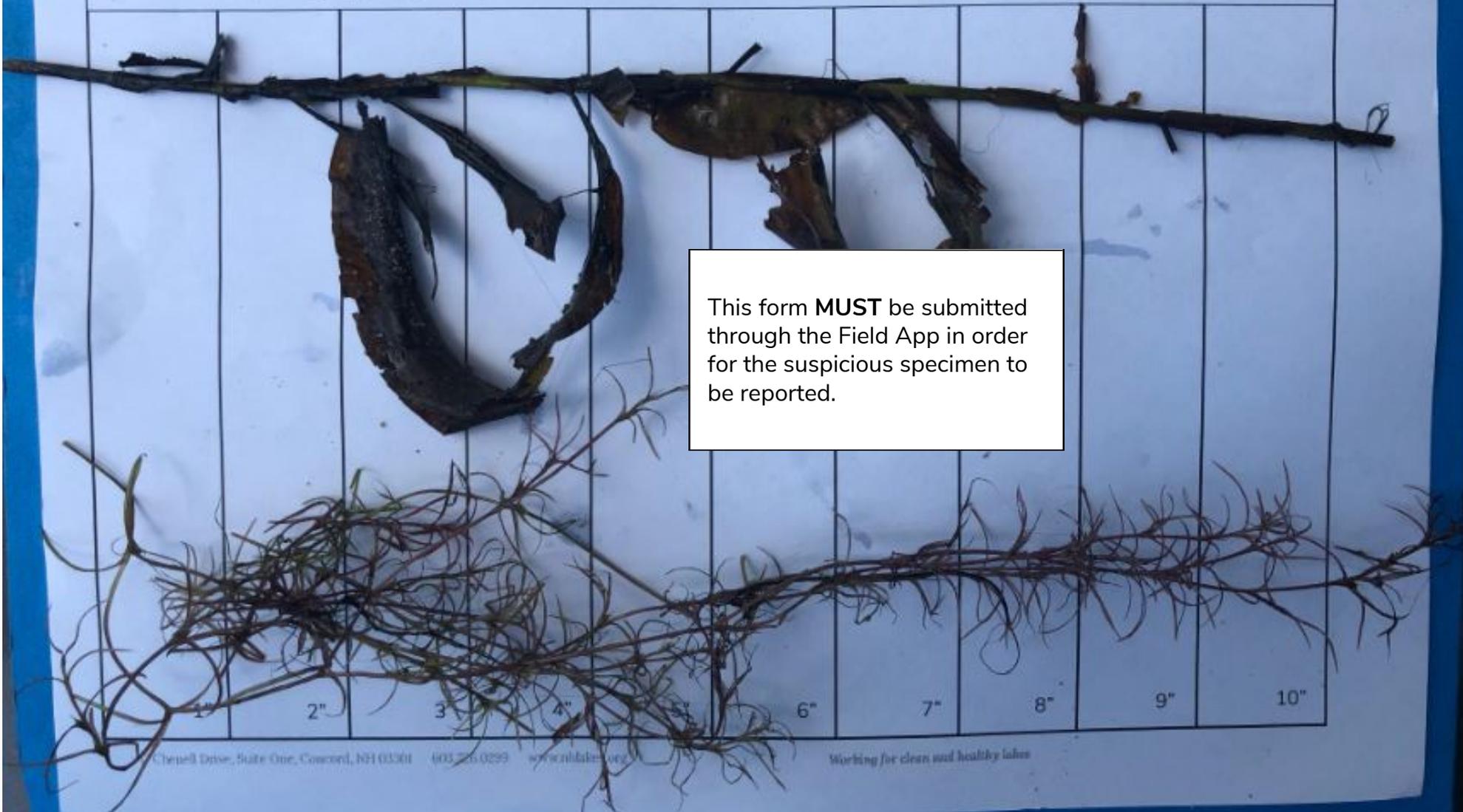
Lake Host Inspector Name: *Hans Heller*

Date: *7/28/19*

Waterbody/Town: *Robinson*

Arriving or Departing: *Departing*

Comments: *Departing Trailer*



This form **MUST** be submitted through the Field App in order for the suspicious specimen to be reported.

Name of Local Group: Small Dog Pond Association

Pay Period #: 5

Name: Krystal Costa

Position: **Inspector** or Assistant (circle one)

Instruction for Employees:

Do NOT EXCEED 40 HOURS A WEEK.

- Use a separate timesheet for each pay period, pay rate, and for each group you are working with.
- Use a separate line for each day worked, indicate starting time and end time of shift.
- Total hours for each day (ROUND TO NEAREST 0.25 OF AN HOUR). Total hours for the pay period.
- Indicate your hourly rate. Multiply your hourly rate by the total hours worked in the pay period.
- Upload your hours into your employee portal at the end of each shift, or by the last Sunday before the pay period ends. If you are unable to submit your hours online, please sign and submit a paper timesheet to your Local Coordinator.

2022 PAYROLL PERIODS:	Date (M/D/Y)	Shift Start Time	Shift End Time	Total Shift in Hours	Notes
	#1 May 2 – May 15	7/3/2021	4 : 00	10 : 00	6
#2 May 16 – May 29	7/4/2021	4 : 00	10 : 00	6	
#3 May 30 – June 12	:	:	:		
#4 June 13 – June 26					
#5 June 27 – July 10					
#6 July 11 – July 24					
#7 July 25 – Aug. 7					
#8 Aug. 8 – Aug. 21					
#9 Aug 22 – Sept. 4					
#10 Sept 5– Sept. 18					
#11 Sept. 19 – Oct.2					
#12 Oct. 3 – Oct.16					

Timesheets should be entered by employees into the online portal provided by NH LAKES. Coordinators must approve timesheets by 4:00PM on Payroll Mondays.

Total Number of Hours worked in this Pay Period: 12

Hourly Rate: \$ 10

Total Pay (Total Hours Worked) x (Hourly Rate): \$ 120

I hereby certify that this timesheet depicts the correct hourly rate and actual hours worked:

Krystal Costa

Employee Signature

Jane Doe

Program Coordinator, Assistant, or Supervisor's Signature

Coordinators: Verify timesheets through the portal by 4:00 pm on "Payroll Monday."



2022 Lake Host Program Volunteer Information Form

Volunteer Name: Andrea LaMoreaux

Lake Group Name: Small Dog Pond Town: Concord

Please Indicate Your Volunteer Role in the Program (Check all that apply)

- Program Coordinator
 Program Assistant
 Inspector

Contact Information

Permanent Mailing Address:

17 Chenell Drive Suite One Concord NH 03301

(Mailbox address or P.O. Box)

(City)

Summer Mailing Address (if different):

see above

(Mailbox address or P.O. Box)

(City)

(State)

(Zip)

Phone Number: 603-226-0299 Email address: alamoreaux@nhlakes.org

Emergency Contact Information ****REQUIRED****

Emergency Contact Person (Provide guardian if under 18):

Krystal

Costa Balanoff

Friend

(First)

(Last)

(Relationship)

Primary Phone: 603-226-0299 Secondary Phone: 603-224-9442

Training Certification

By signing this form below, you are stating that you:

1. **Have attended or are scheduled** to attend a 2022 Lake Host Training Session.
2. **Have reviewed** the appropriate 2022 Lake Host Program job description.
3. **Have reviewed** the appropriate 2022 Lake Host Program Manual.

Volunteer Signature: Andrea LaMoreaux 5/1/2022
(Name) (Date)

Name of Local Organization: Small Dog Pond Association

Name of Volunteer: Andrea LaMoreaux

Instructions: Record all of your time spent traveling, working at the ramp, and performing administrative duties. Include any expenses you have incurred and miles driven for the program. Please regularly turn in to your Local Coordinator per their instructions or submit online.

	Date of volunteered time M/D/Y	Volunteer Activity (specify ramp time, travel time, administrative time)	Time Spent (Round to nearest 0.25 of hour)	Out-of-Pocket Item (Ex: postage, photo copies at \$0.10/each)	Out-of-Pocket Expense (Enter \$ amount)	Mileage	
						Destination (Ramp, training, post office, etc.)	Number of Miles Driven
Row A	7/4/2022	Ramp	2		\$	Ramp	1
Row B	7/5/2022	Ramp	2		\$	Ramp	1
Row C					\$		
Row D					\$		
Row E					\$		
Row F					\$		
Row G					\$		
Row H					\$		
Row I					\$		
Row J	Total Volunteer Hours= (add rows A – I)		4	Total Out of Pocket Expenses= (add rows A – I)	\$	Total Miles (add rows A – I)	2
Row L	(Total Hours) x (\$28.54)		\$ 114.16			(Total Mileage) x (\$0.585)	\$ 1.17

This form is also available online

I certify that the above is correct (Volunteer signature): Andrea LaMoreaux

Date: 07/05/2022

(Coordinator signature): Jane Doe

Date: 7/5/2022



**STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR
PARENTAL PERMISSION as defined in RSA 276-A:4,VIII & LAB 1002.02
FOR THE EMPLOYMENT OF YOUTH AGE 16 OR 17**

Youth's Name: _____ Date of Birth _____ / _____ / _____
Please print *mm/dd/yyyy*

Youth's Address: _____
Street City State Zip

I, _____, grant permission for my son, daughter or legal ward
Print name of parent or legal guardian

to be employed with _____
Name of employer

Located at _____
Street City State Zip

Description of work _____

5/15/2022
Date

John Doe
Signature of parent or legal guardian

For additional information regarding the requirements of RSA 276-A, the New Hampshire Youth Employment Law, please contact the New Hampshire Department of Labor at 271-6294 or 271-1492.

RSA 276-A:4 Youth Employment Law; Prohibitions.—

I. No youth shall be employed or permitted to work in any hazardous occupation, except in an apprenticeship, vocational rehabilitation, or training program approved by the commissioner...

VI.(a) In any employer's predetermined designated work week during which school is in session for 5 days, no youth 16 or 17 years of age who is duly enrolled in school shall work more than 6 consecutive days or more than 30 hours during that work week.

(b) In any employer's predetermined designated work week during which school is in session for 4 days, no youth 16 or 17 years of age who is duly enrolled in school shall work more than 6 consecutive days or more than 40-¼ hours in that work week.

(c) In any employer's predetermined designated work week during which school is in session for more than one but less than 4 days, no youth 16 or 17 years of age who is duly enrolled in school shall work more than 6 consecutive days or more than 48 hours in that work week.

VII. No youth 16 or 17 years of age who is duly enrolled in school shall work for more than 6 consecutive days or 48 hours in any one week during school vacations, including summer vacation. For purposes of this paragraph, "summer vacation" means June 1 through Labor Day.

VIII. No youth 16 or 17 years of age, except a youth 16 or 17 years of age who has graduated from high school or obtained a general equivalency diploma, shall be employed by an employer unless the employer obtains and maintains on file a signed written document from the youth's parent or legal guardian permitting the youth's employment.

RSA 276-A:11 Certain Labor. – In addition to the prohibitions listed in RSA 276-A:4, III, IV, V, VI, and VII no youth shall be employed or permitted to work at manual or mechanical labor in any manufacturing establishment more than 10 hours in any one day, or more than 48 hours in any one week. No youth shall be employed or be permitted to work at manual or mechanical labor in any other employment, except household labor and nursing, domestic, hotel and cabin including dining and restaurant service operated in connection with such service, and boarding house labor, operating in telegraph and telephone offices and farm labor, or canning of perishable vegetables and fruit, or as a laboratory technician, more than 10- 1/4 hours in any one day, or more than 54 hours in any one week.

RSA 276-A:13 Night Work. – No such youth shall be employed or permitted to work at night work more than 8 hours in any 24 hours nor more than 48 hours during the week. If any youth is employed or permitted to work more than 2 nights each week, for any time between the hours of 8 o'clock p.m. and 6 o'clock a.m. of the day following, such employment shall be considered night work.

Lab 1002.03 Hours Limitations.

(c) Pursuant to RSA 276-A: 13, any youth scheduled to work more than 2 nights in a week past 8 o'clock p.m. shall not be permitted to work more than an 8 hour shift during that particular week.

Hazardous Occupations are as defined in Federal Child Labor Bulletin Requirements in Nonagricultural Occupations, "Child Labor Bulletin No. 101" Order No. 1 through Order No. 17.

This form must be on file with this employer prior to the 16 or 17 year old youth performing any work.

Position Summary:

A well-functioning, professional, and effective Lake Host team requires a hardworking management team. Each organization accepted to participate in the Lake Host Program must provide one or two Local Program Coordinators to supervise the group's employees and volunteers and ensure that the group satisfactorily fulfills all program requirements. This is a volunteer unpaid position. **The Program Coordinator(s) must be appointed by the local group's board of directors or independently employed program manager.**

Essential Responsibilities:

Hiring Process:

- Recruit and interview potential Lake Hosts (employees and volunteers) to staff the ramps covered by your group.
- Forward information about hire recommendations to NH LAKES [using the appropriate form](#), so that NH LAKES can coordinate the remote hiring process.
- NH LAKES recommends a responsible Lake Host be hired to also work as the [Local Program Assistant](#).



Training and Performance:

- Attend training yourself, ensure all paid Lake Hosts attend the appropriate training sessions, and provide training for any volunteers if they do not attend training sessions before staffing the ramp.
- Utilize online webinars for Lake Hosts as needed throughout the season to ensure high-quality performance.
- Check-in with Lake Hosts on a regular basis to ensure safety and quality performance.
- Contact NH LAKES to discuss employee or volunteer performance problems. **NH LAKES holds the right to terminate an employee or volunteer.**

Program Management:

- Provide Lake Hosts with the supplies needed to do their job. These materials should be housed in a location that Lake Hosts can access independently (such as a nearby lockbox).
- Determine the staffing schedule and share it with Lake Hosts and NH LAKES.
- Determine the pay rate for Lake Host Program employees.
- Ensure that all volunteers (Program Coordinator(s) included!) record hours, mileage, and out-of-pocket expenses on the required volunteer match timesheet.



2022 Lake Host Program Local Coordinator Position Description

- Maintain local records including paper OR digital copies of all employee and volunteer forms, timesheets, volunteer match sheets, etc., and boater data.
- Publicize the Lake Host Program in the local group's newsletter, local papers, and on social media.
- Submit the Program Evaluation (emailed to you) to NH LAKES by the requested deadline.

Role in Payroll:

- Verify all employee timesheets through the online portal provided by NH LAKES before 4:00 p.m. on "Payroll Mondays."

Role in Data Management:

- All volunteer match/time should be entered into the online volunteer match platform.
- Boater survey data must be submitted to NH LAKES digitally within two weeks of the end of the pay period.
- NH LAKES recommends that data be entered by individual employees and volunteers directly through the platforms provided, but the Local Coordinator may elect to collect data on paper and assign one person to enter the data into the platforms.

Role in Safety:

- Notify NH LAKES immediately of any safety issues, injuries, or concerns with boaters.
- NH LAKES has a zero-tolerance policy for harassment of any kind.

Compensation & Benefits:

- Lake Local Host Program Coordinator(s) are expected to contribute approximately 5 hours per week to program administration, ramp visits, and communications.
- The cash equivalent of volunteer time is \$28.54/hr. All volunteered time will be counted towards the local match requirement if submitted to NH LAKES through the online portal before the end of the season.
- This is a temporary, seasonal, volunteer position that does not include benefits.

Organization Information:

Founded in 1992, NH LAKES is a statewide, publicly-supported 501(c)(3) nonprofit organization with the mission to keep New Hampshire's 1,000 lakes clean and healthy, now and in the future. NH LAKES works with partners to promote clean water policies, responsible use, and inspire the public to care for lakes. The Lake Host Program is a collaborative effort between NH LAKES, the New Hampshire Department of Environmental Services, and local partners for the prevention of aquatic invasive species spread in New Hampshire's waterbodies.



Groups selected to receive a Lake Host Program Payroll Award will agree to the following:

- The group, as an organization, will be a supporter of NH LAKES at the minimum \$300 annual “Partner” level–this will count toward the organization’s local match.
- The group will appoint a local [Program Coordinator\(s\)](#) (and optional [Program Assistant/Manager](#)) capable of leading and fostering a well-functioning, professional, safe, and effective Lake Host Program. This individual ensures that the group complies with established guidelines, and serves as the primary liaison with NH LAKES.
- Refer to the program as “a program of NH LAKES” in partnership with the local group in all written and verbal communications.

Responsibilities of the Local Program Coordinator(s) include, but are not limited to:

- Recruiting Lake Hosts (employees and volunteers) and developing weekly ramp coverage schedules for Lake Hosts.
- Ensuring all necessary employee and volunteer paperwork is properly completed and submitted to NH LAKES using the online portals provided, unless other arrangements are made with NH LAKES.
- Supervising assistants/managers and Lake Hosts, providing training as needed, and bringing personnel issues to the attention of NH LAKES. **Note: Only NH LAKES may terminate an employee or volunteer.**
- Verifying, approving, and signing off on employee time and submitting timesheets to NH LAKES every two weeks using the provided online portal.
- Ensuring all paperwork and data are submitted to NH LAKES, as required.
- Tracking payroll spending and volunteer match accrual, and ensuring local funding payments are submitted to NH LAKES on time for program participation and extended ramp coverage.
- Completing and submitting the online end-of-season evaluation survey provided by NH LAKES.
- **Note: Local Coordinator(s) determine the pay rate for all Lake Host Program employees.** Lake Hosts can not be paid less than \$10 per hour. Groups will provide additional funds to cover the hourly wages and statutory benefits of employees they wish to have paid beyond the payroll award. **NH LAKES is unable to advance funds to cover hours beyond the payroll award.**
- Provide the Lake Host (volunteer and employee) schedule to NH LAKES and notify, in advance, if there are any scheduling changes.
- Groups may use payroll award funds to staff the program beginning on the following dates through Monday, September 5, or until the award is exhausted:
 - Program Assistants/Managers: Monday, April 19, 2022 - Monday, September 5, 2022
 - Lake Hosts: Monday, May 2, 2022 - Monday, September 5, 2022
 - Groups wishing to staff outside this range must make arrangements with NH LAKES well in advance.



Lake Host Program 2022 Terms of Participation

- Groups will contribute a minimum of 100% local match toward the payroll award and maintain proper documentation. **The following counts as local match:**
 - Local funding spent on additional hours beyond what is provided through payroll award.
 - **ALL** volunteer time (valued at the national rate), including time spent coordinating the program by phone, email, or in person, time spent driving to or from the ramp, time spent at training, etc.
 - **ANY** out-of-pocket expenses for the program including additional uniforms, postage, chairs for Lake Hosts, ramp supplies, volunteer mileage (valued at the federal rate), etc.
 - **Proper documentation must be submitted to NH LAKES for ALL local match contributions by the end of the final pay period in order to be counted for your group.**

NH LAKES will:

- Review all payroll award applications and pre-approve award determinations based on standardized criteria.
- Execute a letter of agreement with each participating local organization and provide access to all required administrative forms for Lake Host Program employees and volunteers.
- Hire employees based primarily on the recommendation of the local program leadership/manager. **Note:** NH LAKES reserves the right to refuse any individual for an employee or volunteer relationship that does not appear to be qualified.
- Pay employees for hours worked (with proper documentation and verification), provide statutory benefits (Medicare, Social Security, State Unemployment Insurance, Workers' Compensation Insurance), and manage all payroll and IRS reporting requirements.
- Provide employees who will earn more than \$5,000 this season the option to participate in the NH LAKES retirement plan.
- Provide up to four complementary sets of program materials for Lake Hosts consisting of a uniform (t-shirt and hat), tote bag, pen, clipboard, and a starting amount of necessary paperwork. One complimentary A-frame "Lake Host on Duty" ramp sign will also be provided to each group if your group doesn't have one already. **Note:** Additional uniform pieces and ramp signs may be purchased at the expense of the local group.
- Provide formal training and training manuals for program participants.
- Provide training on how to fill-out all forms, use the employment and timekeeping portal, and use the data entry platforms.
- Provide technical support and assistance to program participants during the ramp-staffing season.
- Provide a final activity report with basic data analysis at the end of the season.

January:

- Contact your municipality to request matching funds for the upcoming Lake Hosting season!

February:

- Look for, fill out, and submit the payroll award application to NH LAKES.
- **NH LAKES posts the Payroll Award Application by mid-month.**

March:

- Determine staffing needs and specific pay rates for paid Lake Hosts.
- Call last season's Lake Hosts about their availability for the summer.
- **NH LAKES reviews award proposals and updates program materials.**

April:

- Post "Help Wanted" ads on websites like Facebook, Craigslist, and Indeed.
- Begin interviewing potential paid and volunteer Lake Hosts to fill vacancies.
- Watch for notification of award award, necessary forms, and training dates.
- Forward all hiring information and volunteer paperwork to NH LAKES, and create a schedule for the season.
- **NH LAKES notifies groups of their payroll award award by the end of the month.**

May:

- Sign yourself and all Lake Hosts up for NH LAKES online training and pick up uniforms and materials in Concord.
- Send in additional local funding for Lake Host payroll if applicable.
- **NH LAKES invoices groups for additional local funding, reviews employment paperwork, provides official hiring letters, and trains Lake Hosts, Program Assistants, and Local Coordinators.**

June, July, August:

- The Lake Host Program is in full swing! Lake Hosts are actively working at the ramp, collecting surveys, and protecting the lake! **The 4th of July weekend increases boat traffic at the lake! Make sure to have coverage.**
- Visit the boat launch **often** to check on Lake Host safety and performance and to re-stock materials. Provide additional training to Lake Hosts, as needed, to improve performance. Consider bringing cold water or ice cream to your Lake Hosts on hot or busy days—gestures like these boost morale and keep Lake Hosts happy!
- Do not forget to track your volunteer match: volunteer time, mileage, and out-of-pocket expenses.

September:

- Boat traffic will start to slow down during non-holiday times and school-aged Lake Hosts will be heading back to class. **Labor Day weekend increases boat traffic at the lake! Make sure to have coverage.**
- Now is the time to boost volunteer coverage at the ramp if your group's award match is looking a little low!

October:

- Do something nice for your volunteers at the end of the season. Write thank-you notes or host a BBQ to thank them for their hard work and support all season, and encourage them to volunteer again next season!
- **NH LAKES sends out the End of Season Survey and Final Activity Reports to all groups.**
- **Complete the Lake Host Program End of Season Survey sent out by NH LAKES.**

What would you add to this list?

NH LAKES is building a "Lake Host Operations" document to help smooth out the transition when local coordinators take over or start up a local Lake Host Program for the first time.

Email lakehost@nhlakes.org to tell us what you would add!



Local Coordinators

How You Can Run a Successful Program

As your group's local Lake Host Program Coordinator, you play a key role in setting up, facilitating, and supervising this aquatic invasive species prevention program in your community. NH LAKES is here to offer you the support and necessary training to do this job well. We are available to respond to your questions as they arise throughout the Lake Host season.

Step 1: Recruit your team!

As your group's Local Program Coordinator, you play a key role in setting up, facilitating, and supervising the Lake Host Program in your community. One of your key roles is to recruit volunteer and paid Lake Hosts—your local program will only be as good as the Lake Hosts that are working and volunteering at the ramps!

- 1. Advertise:** Advertise in your community for Lake Hosts. Put an ad in the local paper, your association newsletter, on public bulletin boards (at the library, general store, etc.), at your local high school or college, on your association website, and on sites such as Craigslist and Indeed.
- 2. Provide Job Description:** Provide individuals who express an interest in volunteering or working as a Lake Host with the position description. This is a part-time, temporary, seasonal position that comes with statutory benefits - but no vacation time, no health insurance, etc.

Note: Employees that are projected to earn more than \$5,000 in a season can elect to participate in the NH LAKES Simple IRA retirement plan.

- 3. Interview:** Conduct a round of interviews once you have individuals who appear to meet the qualifications of being a paid or volunteer Lake Host. Utilize over the phone and video conferencing software to safely interview and hire Lake Hosts.

When interviewing:

- Avoid asking questions or making comments *not* related to the job.
- During the interview process, outline the specific duties involved in the position. Focus on the job responsibilities, working conditions, schedule, hours, location, and the mission of your local group and NH LAKES.
- Describe pressures associated with the job including potentially disagreeable boaters, boaters in a rush, adverse weather conditions (sun exposure, insects, cool mornings, etc.), periods of 'downtime,' etc.
- Describe who they will be reporting to and what the supervisory relationship will be—how independent the person will be while doing their work and the decision-making discretion that they may have. **(Stress that Lake Hosts are not enforcers, they are educators.)**



Local Coordinators

How You Can Run a Successful Program

DO NOT ASK the following inappropriate questions:

- How old are you?
- Do you have a car?
- Where were you born?
- Is your name Italian, Irish, Jewish...etc.?
- Are you married, divorced...etc.? What was your maiden name?
- Do you have or plan to have children? Do you have a sitter?
- What does your husband/wife/mother/father do for a living?
- Do you live alone?
- Where do you go to church?
- What kind of discharge do you have from the military?

DO ask the following questions instead:

- ✓ Are you 16 or older?
- ✓ Do you have a reliable means of transportation to and from the job site?
- ✓ How did you hear about this position?
- ✓ Why are you interested in this position?
- ✓ Do you prefer to work alone or as part of a team?
- ✓ Are you available to work the days/hours expected of this position?
- ✓ Do you feel comfortable interacting with the public for educational purposes?
- ✓ Do you agree to appear in uniform while performing Lake Host duties?
- ✓ Do you feel confident in your ability to comfortably and safely work outside in New England's variable weather?

FAQ #1: Can we hire an individual younger than 16 years old as a paid Lake Host?

ANSWER: No.

FAQ #2: Can an individual younger than 16 years old volunteer as a Lake Host?

ANSWER: No.

Step 2: Get Your Team Signed up!

Once you have selected the Lake Host volunteers and employees, notify those that your group will not be hiring or bringing on as volunteers—please don't leave anyone hanging. Ensure the following administrative forms are completed and submitted for both [Lake Host employees](#) and [volunteers](#).

NH LAKES uses an online onboarding software for collecting the majority of employee paperwork. The following completed forms are required before an individual may begin working/volunteering at the ramp.



Local Coordinators

How You Can Run a Successful Program

Required Administrative Forms For Paid Lake Hosts:

- Submit the following information for each employee, as instructed by NH LAKES:
 - Employee name
 - Employee phone number
 - Employee email address
 - Employee position
 - Employee hourly rate
 - Employee's total hours worked per week (estimate)
 - Employee start and end date
- Send a completed I-9 Form, **verified in person** by someone from the local leadership (or authorized representative such as a librarian), to NH LAKES or have the employee upload through their employee portal.
- The employee will then receive an invitation to our online hiring system, where they must fill out the following forms:
 - Lake Host Employee Information Form
 - W-4 Form
 - Direct deposit information (if applicable)
 - Youth Parental Permission Form (for 16 & 17-year-old Lake Hosts only)

Lake Hosts may not work or volunteer at the ramp until they submit all required paperwork to NH LAKES.

You will be notified by email once employees are officially hired and cleared to start working.

Required Paperwork for Lake Host Program Volunteers:

- Lake Host Volunteer Information Form (online or PDF)

FAQ #3: Do employees who worked last season or in previous seasons need to fill out a new Form I-9?

ANSWER: Yes. All Lake Host Program employees—returning and new—need to fill out a W-4, I-9 Form, Lake Host Employee Information Form, and a Youth Permission Form (if applicable). They will complete all forms (except the I-9) through their employee portal.

FAQ #4: Can employees bring their I-9 Form and appropriate forms of identification to the NH LAKES office in Concord to be verified by NH LAKES if no one from the local group is available?

ANSWER: Yes, by appointment only.

FAQ #5: Can an employee work if I (the Local Program Coordinator) haven't received an email or phone call confirmation from NH LAKES that their employment papers are complete?

ANSWER: No. If they are not officially hired, they are not covered under our insurance!



Local Coordinators

How You Can Run a Successful Program

FAQ #6: Can an employee work if they have not yet received the official hire letter from NH LAKES?

ANSWER: All employee hiring is being done through a secure online software. Employees must complete their hiring process in full, and be approved by NH LAKES, prior to being able to print out their hiring letter and work at the ramp.

Step 3: Get Your Lake Hosts Trained!

All Lake Hosts must have a Lake Host Training Manual. Training manuals are available for contact-free pick-up at the NH LAKES office when requested. **All Lake Host Program participants need to be trained before staffing the ramp, as follows:**

- All Local Lake Host Program Coordinators and employees are required to attend a NH LAKES training session, regardless of if they are new or returning.
- All new and returning volunteers are welcome and strongly encouraged to attend training with NH LAKES. Otherwise, the Program Coordinator is responsible for training volunteers.

FAQ #7: What if we have a new Lake Host employee that is not available to attend a NH LAKES training?

ANSWER: Recordings of trainings will be available.

FAQ #8: Do Lake Host employees get paid for their time spent at the training?

ANSWER: Yes.

FAQ #9: Do Lake Host employees get reimbursed by NH LAKES for miles driven to a training?

ANSWER: No. All NH LAKES trainings are online.

FAQ #10: Does the time a volunteer spends driving count as local match?

ANSWER: Yes. All volunteer time spent on the Lake Host Program counts as volunteer match. Make sure that everyone (including YOU, the local coordinator) diligently records your time, mileage, and out-of-pocket expenses.



Local Coordinators

How You Can Run a Successful Program

Step 4: Get Your Ramp Staffing Schedule Figured Out!

Determine the ramp staffing schedule and share it with Lake Host Program employees, volunteers, and NH LAKES staff at the beginning of the season. **Make sure everyone knows what to do for safety and during inclement weather.**

FAQ #11: When should we staff our ramp with Lake Hosts?

ANSWER: It depends and varies from ramp to ramp. Generally, we recommend that groups staff their ramps on weekends and holidays at a minimum. Many groups staff the ramps with paid Lake Hosts on weekends and holidays and then ask volunteer Lake Hosts to fill in during the week.

FAQ #12: What is the inclement weather policy?

ANSWER: If an employee starts a shift and gets 'rained out' anytime within the first 2 hours, the employee will be paid for the first 2 hours for 'reporting to work.' They may take shelter in their car to wait out the storm if it is just a passing shower and they intend to resume work. Lake Hosts should not staff the ramp in stormy weather (lightning, thundering, heavy rains, heavy winds). **Note:** Local Coordinators should communicate with Lake Hosts the night before to cancel an Lake Host's shift.

FAQ #13: Can we pay a Lake Host employee for their full shift if it was canceled due to stormy weather?

ANSWER: Employees may only be paid for time worked with the exception of the 2-hour inclement weather policy if they get rained out. NH LAKES recommends that you offer the employee the opportunity to make up lost hours due to weather.

FAQ #14: Can a Lake Host employee work more than 40 hours a week?

ANSWER: No. Be particularly careful if the employee is working with more than one group, as the cumulative hours may not exceed 40 hours a week. The hours worked per week cannot exceed what was established at the time of hire, unless NH LAKES is notified and approves said changes.

FAQ #15: Can a Lake Host employee work more than 8 hours a day as long as they do not work more than 40 hours per week?

ANSWER: If they are over 18, yes. However, NH LAKES recommends that Lake Host shifts be no longer than 4 to 6 hours.

NH LAKES cannot "up-front" funds for Lake Host payroll.

Please keep a close eye on the Payroll Update emails to make sure that your group does not "overspend." Send in local funds to extend paid Lake Host hours at least one pay period before the funds will be expended.



Local Coordinators

How You Can Run a Successful Program

FAQ #16: Can a Lake Host work with more than one Lake Host Program group/location?

ANSWER: Yes. And, the individual's combined hours may not exceed 40 hours a week. Please coordinate with the employee and the Local Coordinator of the other group to ensure the employee does not exceed 40 hours a week.

FAQ #17: Can/does a Lake Host have to take a paid or unpaid break during a shift?

ANSWER: NH Law states that "an employer cannot require that an employee work more than five consecutive hours without granting a thirty-minute lunch or eating period. If the employer cannot allow thirty minutes the employee must be paid if they are eating and working at the same time (RSA 275:30-A)." If Lake Host employees are working more than 5-hour shifts at the ramp, there are two options:

Option #1: Working through the break:

Employees may work through the 30-minute 'eating break' (as there is often 'down-time' at ramps) and be paid for this time provided that the employee pauses eating if a boater approaches during this time period and attends to the boater.

Option #2: Taking an unpaid eating break: If an employee wishes to take an unpaid 30-minute 'eating break' for each 5 hours of work, NH LAKES expects the individual to appear off duty so that visiting boaters do not wonder why the Lake Host is not inspecting boats.

Emergency Contact Information

NH LAKES Office
Monday – Friday from
8:00 a.m. – 4:00 p.m.
603.226.0299

**Outside of normal operating hours,
please contact:**

Krystal Costa Balanoff 603.978.4658
Andrea LaMoreaux 603.731.0521
Martha Lovejoy 603.746.3481

Workers Compensation Reporting

**If an employee is injured on the job,
seek appropriate medical care and
go to the nearest emergency room, if
needed.**

**The Local Coordinator should report
the following to NH LAKES:**

- Date and time of injury
- Cause of accident & nature of injury
- Contact information for witnesses
- Details of first aid (if provided)
- Treatment details & doctor seen

Safety First. Lake Hosts should back away from uncooperative boaters and/or leave the ramp if they feel unsafe in anyway.



Local Coordinators

How You Can Run a Successful Program

Step 5: Get Your Lake Host Employees Paid!

NH LAKES operates on a bi-weekly payroll schedule for upwards of 300 employees! It is important that timesheets are verified by 4 p.m. on “Payroll Monday” to make sure that payroll runs smoothly and that all employees are paid in a timely manner. Every other week, on the Sunday immediately at the end of the pay period (pay period is Monday through Sunday, two weeks later), verify all Lake Host employee timesheets through the online portal provided.

FAQ #18: I am going on vacation/will not be able to verify our timesheets for the upcoming payroll deadline!

ANSWER: Contact NH LAKES well before the payroll deadline to make alternative arrangements. NH LAKES is able to verify your timesheets for you through the online portal.

FAQ #19: I forgot to verify our timesheets! What should I do?

ANSWER: NH LAKES will contact you about missing the deadline. Timesheets will need to be verified immediately so that employees can be paid in a timely manner in accordance with the law.

Step 6: Get Your Volunteer Match Counted!

Ensure that all volunteers (including YOU, the Local Program Coordinator) keep track of hours, mileage, and out-of-pocket expenses on the volunteer timesheet to be counted towards the required grant match. Groups have the choice of entering their volunteer hours online or on paper. Make sure to submit volunteer match with the biweekly payroll.

FAQ #20: What counts as volunteer match?

ANSWER: Great question! Anything and everything that volunteers do for the local Lake Host Program counts towards your group’s volunteer match.

The following (and more!) counts towards volunteer match:

- Time spent on administration (emailing, scheduling, organizing, etc.) and at training
- Time spent driving (roundtrip, anywhere)
- Cash match provided to NH LAKES to extend paid Lake Host coverage

**Verify timesheets
by 4 p.m. before or on:**

Pay Period #1: May 16
Pay Period #2: May 31
Pay Period #3: June 13
Pay Period #4: June 27
Pay Period #5: July 11
Pay Period #6: July 25
Pay Period #7: Aug 8
Pay Period #8: Aug 22
Pay Period #9: Sept 6
Pay Period #10: Sept 19
Pay Period #11: Oct 3
Pay Period #12: Oct 17

**Add these dates to your calendar!
NH LAKES will also send you a
payroll reminder email in advance
to let you know about the
upcoming deadline!**

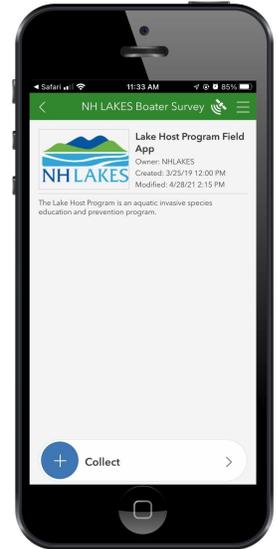
**Timesheets must be verified
on the online portal provided
unless other arrangements
are made with NH LAKES.**

- Out-of-pocket expenses (including paper, port-a-potty rentals, lockbox purchases, staples, pens, sunscreen, hand sanitizer, etc., if it's for your Lake Host Program, it counts!).
- Unfortunately, Weed Watcher or water sampling time does not count for this program.

Step 7: Get Your Inspections Counted!

Collecting high-quality survey data is an important aspect of the Lake Host Program. All boater survey information collected through the Lake Host Program is compiled and stored in a digital database. It is also an important determinant in the grant award process.

You (as the Local Coordinator) may elect to have Lake Hosts enter survey data directly into a mobile device in the field using the Field Boater Survey app created by NH LAKES **or** have Lake Hosts fill out paper survey sheets to be entered into the online spreadsheet by the group's local Program Assistant at a later time (do not mail boater survey sheets to NH LAKES). All data must (eventually) be entered into **ONE** of the two online platform options available.



Lake Hosts that attend a NH LAKES training are trained on how to use the app, and explicit instructions are in the Lake Host Program Training Manual.

FAQ #21: Our Lake Hosts do not want to use the app/are not comfortable with technology, or I (the Local Coordinator) am not comfortable with them using the app.

ANSWER: The paper boater survey sheets are still available for your Lake Hosts to use in the field. All data must eventually be entered into **ONE** of the two online platform options available, so you will want to take on a paid or volunteer Local Program Assistant to complete the data entry for your group.

FAQ #22: Our ramp does not have cell reception. Will the app still work for us?

ANSWER: Yes! The Field App works offline and allows you to store surveys in the “outbox” in the absence of cellular reception (or just to save cellular data). Surveys can then be submitted later on once a Wi-Fi connection is available.

Step 8: Get Your Group's Saves' Counted!

If a Lake Host comes across a suspicious plant or animal on a boat while performing their Lake Hosting duties, they have two options to submit that specimen for identification:

Option #1: Submit a photo through the Field App: Lake Hosts can take a photo of any suspicious specimen they find and submit it through the Field App. It is important that they follow instructions in their manual, take a clear and high-quality photo, and use the photo submission form.



Local Coordinators

How You Can Run a Successful Program

Option #2: Submit a photo through email to NH LAKES: Lake Hosts can take a photo of any suspicious specimen they find and submit it to NH LAKES at lakehost@nhlakes.org. It is important that they follow instructions in their manual, take a clear and high-quality photo, and use the photo submission form.

FAQ #23: If we know that a specimen is an invasive species since our waterbody is infested with it, do we need to photograph/send it in?

ANSWER: Yes! Your group should be credited for that “save” and the New Hampshire Department of Environmental Services must identify it in order for it to be counted. Sending a photo through the Field App may be the easiest route.

Step 9: Set Your Team Up for Success, and the Unexpected!

Ensure that your Lake Hosts have all the things they need to do their job well (uniform, paperwork, clipboard, pen, the Field App downloaded, etc.)

We ask that you visit your Lake Hosts periodically while they are at the ramp to make sure they are safe, comfortable, and prepared to do their job well. Provide them with positive feedback and helpful tips, when needed.

Ensure that your Lake Hosts can explain the ‘Clean & Drain’ law to boaters:

ENSURE THAT ALL LAKE HOSTS–EMPLOYEES AND VOLUNTEERS–KNOW HOW TO ACT PROFESSIONALLY, TREAT BOATERS WITH RESPECT, AVOID CONFLICT, AND NOT ESCALATE CONFRONTATIONS.

If a Lake Host employee or volunteer is not performing the duties of a Lake Host satisfactorily, contact NH LAKES to discuss the situation and develop a mutually agreed-upon plan to address the issue with the employee/volunteer.

All recreational boaters are required to:

Clean off all hitchhiking fragments of plants, animals, and debris on the outside of vessels before leaving a launch (this applies to invasive and native species).

Drain boats and equipment before leaving the ramp (including paddle craft and non-motorized boats).

Open/remove drain plugs and keep them open while trailering (if the vessel is equipped with drain plugs).

Use available tools at access sites on boats, trailers, and gear to prevent the spread of aquatic invasive species.

Out-of-State motorized boaters must purchase and display the annual \$20 Aquatic Invasive Species Decal from the New Hampshire Department of Environmental Services online at tinyurl.com/aisdecal.



Local Coordinators

How You Can Run a Successful Program

Step 10: Keep Your Group In Good Standing!

All local groups participating in the Lake Host Program must remain in good standing in order to be considered for a Lake Host Payroll Grant next season.

- ✓ **Keep track of your group's payroll spending.** Every two weeks, NH LAKES will send a "Payroll Update - Lake Host Grant Status" email to your group indicating how much has been spent on Lake Host payroll, how much is remaining for the next payroll, and what your current grant match status is.
- ✓ Keep track of your group's local volunteer match and make sure that volunteers (including YOU, the local coordinator) are diligently recording and submitting all volunteer match on an official volunteer timesheet or through the online system. **Your group must meet the minimum 100% match requirement towards your group's payroll award by the end of the season.**
- ✓ Forward all basic employment information to NH LAKES and verify timesheets on time and in the prescribed manner.
- ✓ Stay on top of entering boater survey data. Your group's grant award for next season will be determined in part by the inspections entered this season.
- ✓ Submit a final evaluation to NH LAKES. This is your opportunity to give us feedback on the Lake Host Program, tell us about your summer, and help us to better focus our aquatic invasive species prevention efforts!
- ✓ Ensure that your group's dues with NH LAKES are paid each season.
- ✓ Stay in touch! NH LAKES is here to answer your questions and help you run a Lake Host Program model that works well for your community. When in doubt, give us a call!

You may be eligible for a higher payroll award next season!

Groups that exceed 300% local match may be eligible for additional funding.

If your group is falling short on local match, consider recruiting some extra volunteers to put in additional hours at the ramp.

You can also increase your local match by increasing PAID Lake Host Inspector coverage at your group's ramp.

All donations raised through **Lake Host Charitable Giving** count as local match once spent on payroll!

Direct your friends and neighbors to nhlakes.org/lhcg so that they can help protect the lake by making a secure donation *directly* to your group's Lake Host payroll to provide more paid ramp hours.



Sample “Payroll Update” Email

Sent to Local Leadership

NH LAKES will send out a “Payroll Update” just like this one after every pay period. Pay careful attention to these emails and save them for your records.

Hi Everyone,

This is a scheduled update regarding the **2021 Lake Host Program Payroll Status Summary (as of Pay Period 8)** for the **Small Dog Pond Association**.

AMOUNT DUE & NOTES:

This section will tell you if your group is in good standing or if you are at risk of overspending.

- You likely have sufficient funds left to cover the next payroll based on your group's activity.

HOURLY PAY REMAINING:

- Total funding remaining for HOURLY pay (15% already deducted)*: **\$468.88**

This is how much money your group has left to spend on paid ramp coverage.

FUNDING FOR HOURLY PAY IN 2021:

- NH LAKES Award for hourly pay with 15% Statutory Benefits & Fees already deducted: **\$1400**
- Local funding contributed during 2021 for additional hours (without 15% Statutory Benefits & Fees deducted)**: **\$2000**
- Total local funding rolled over and contributed for hourly pay with 15% amount deducted: **\$1739.13**
- Total Lake Host hourly pay available in 2021 (payroll grant award + local funds with 15% SB deducted): **\$3139.13**

FUNDS PAID OUT SO FAR IN 2021: * = At this time, 15% has already been deducted on all locally contributed funds whether spent or unspent to facilitate the calculation of the number of **HOURS** that can be covered by remaining funds. At the end of the season, the 15% will be added back to any unspent locally contributed funds.

- Total hourly pay paid out so far in 2021 (not including 15% statutory benefits & fees): **\$2670.25**
- Total hourly pay paid out at grant allowable pay rates: **\$2670.25**
- Local funding spent on additional hours beyond that provided by grant (not including 15% benefits & fees): **\$1270.25**
- Local funding spent on 15% statutory benefits and fees associated with additional hours beyond payroll grant: **\$190.53**
- Total local funding spent on payroll and associated 15% statutory benefits & fees: **\$1460.78**

GRANT MATCH SO FAR IN 2021:

Be sure to record all volunteer time, mileage and out of pocket expenses to count towards your match requirements!

- Percent of SPENT grant match met through volunteer time and local contributions (minimum 100% match required): **106%**

There may be a small delay between when NH LAKES receives local funds and when they show up in your report. If you have any questions regarding this update, or, if your numbers differ from what is reported above, please contact us.

Take care, Krystal