



2023 Lake Host Program Training Manual



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

nhlakes.org





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April 3, 2023

Hi Lake Host Team,

As the Lake Host Program celebrates its 22nd year of protecting New Hampshire's lakes, we want to recognize and thank you, the Lake Host Team, for all the hard work you do to ensure the health and well-being of our beloved lakes. NH LAKES was named a 2023 Champion in Action® for Supporting Environmental Sustainability by Citizens Bank and the New Hampshire Union Leader. NH LAKES is investing funds from this award to raise awareness of the threats to our lakes at this critical tipping point. As a part of the Lake Host community, YOU are also a champion for our lakes!

This summer, the stakes are higher than ever. Introducing just one invasive species can cause devastating ecological and economic damage to a lake community. That's why our Lake Hosts worked tirelessly to detect and remove 114 suspicious specimens from boats, trailers, and recreational gear in 2022. Six of these specimens were confirmed to be invasive species that were intercepted and removed before they could spread to other lakes.

We're calling on you again this summer to help protect our lakes. Every action you take makes a difference, and we're so grateful for all you do. Let's work together for New Hampshire's lakes!

You will find the training manual and videos full of helpful tips and advice—everything you need to make this season successful. If you ever have any questions, I'm always here for you. Contact me at kkelleher@nhlakes.org or 603.226.0299, and I'm happy to help. Remember to take lots of photos and share them with us! We love to see the natural beauty of the ramp, whether it's the soft morning light or the hustle and bustle of the afternoon. Keep those questions coming—we love to talk about the lake!

With sincere appreciation,

Kat Kelleher, Conservation Program Coordinator

LAKE HOST PROGRAM

2002 - 2022

Summary & Accomplishments



COURTESY BOAT INSPECTIONS



PARTICIPATION

Boat Ramps Covered

2002  45

2022  102

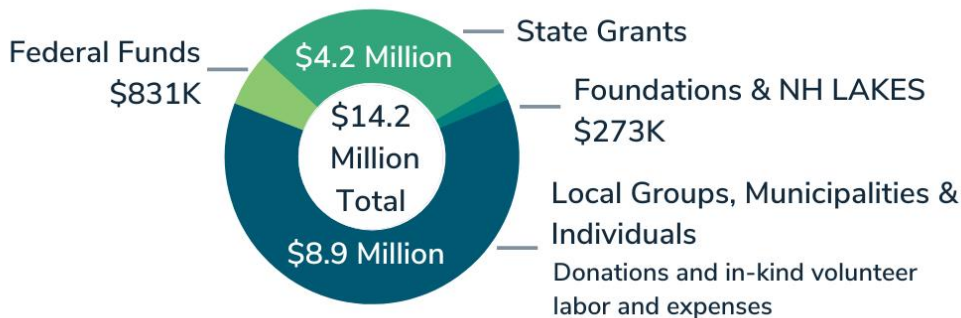
Lake Host Inspectors

2002  161

2022  605



PROGRAM FUNDING OVERALL (2002 - 2022)



INVASIVE SPECIES REMOVED

1,656 'saves' at 61 waterbodies over 21 years

Fanwort

814

Variable Milfoil

659

Eurasian Milfoil

98

European Naiad

24

Mystery Snail

23

Water Chestnut

19

Curly Leaf Pondweed

16

Zebra Mussel

1

Common Reed

1

Purple Loosestrife

1

Preventing the spread of aquatic invasive species in New Hampshire!



Aquatic Invasive Species Spread Prevention

Program Summary 2002-2022

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 plants, 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.





Aquatic Invasive Species Spread Prevention Program Summary 2002-2022

Year	Groups	Paid Hosts	Volunteer Hosts	Lakes Covered	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
2022	78	303	302	79	102	105,067	6	\$0	\$292,000	\$8,000	\$736,387	\$1,036,387
Total						1,457,500	1,656	831,377	4,222,200	273,432	8,769,317	14,096,325



Aquatic Invasive Species Spread Prevention Program

Species Removed by Lake Hosts

Year	Chinese Mystery Snail	Common Reed	Curly Leaf Pondweed	Eurasian Milfoil	European Naiad	Fanwort	Purple Loosestrife	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
2022	1			1	2				2		6
Total	23	1	16	98	24	814	1	659	19	1	1,656



Aquatic Invasive Species Spread Prevention Program 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), European naiad (2022), 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, 2022), 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 Kanasatka** (Moultonborough): Water chestnut (2022)
- **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)
- **Lake Winnisquam** (Laconia): Variable milfoil (2008, 2015, 2016, 2017), Water chestnut seed (2021, 2022)
- **Laurel Lake** (Fitzwilliam): Fanwort (2021)
- **Little Lake Sunapee** (New London): Curly-leaf pondweed (2015), Eurasian Milfoil (2020), Variable milfoil (2011)



Aquatic Invasive Species Spread Prevention Program Invasive Species 'SAVES' by Waterbody

- **Lovell Lake** (Wakefield): Chinese Mystery Snail (2022), 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), Spiny naiad (2022), 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)
- **Swanzey Lake** (Swanzey): 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 Infestation in New Hampshire 2023

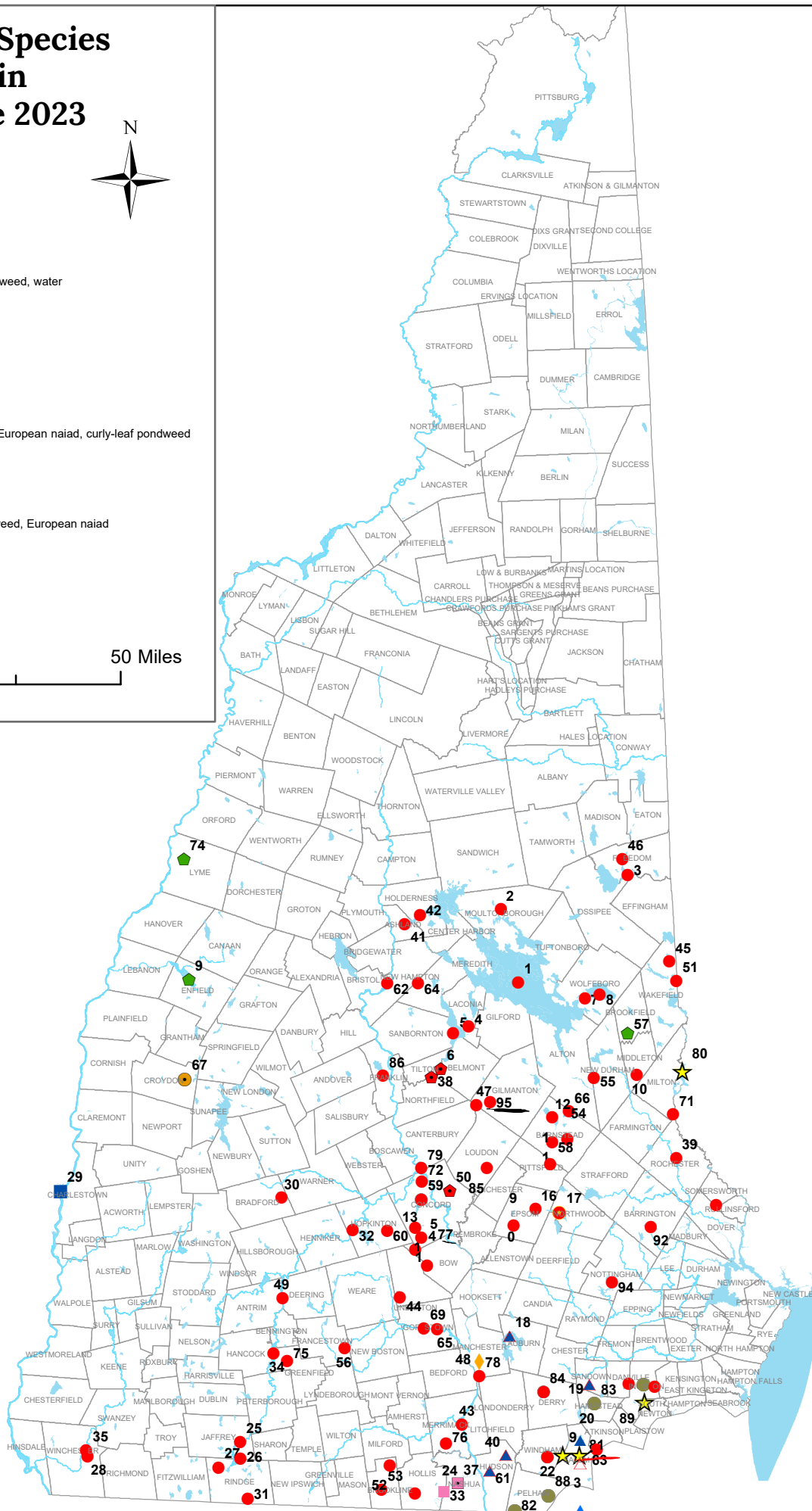
Legend

AIS Infestations Type

- Asian clam
- ◆ Brazilian elodea
- Curly-leaf pondweed
- ◆ Eurasian milfoil
- Eurasian milfoil, European naiad, Didymo, curly-leaf pondweed, water chestnut
- ★ European naiad
- ▲ Fanwort
- Variable milfoil
- Variable milfoil, Asian clam
- ◆ Variable milfoil, Curly-leaf pondweed
- Variable milfoil, Eurasian milfoil, fanwort, water chestnut, European naiad, curly-leaf pondweed
- Variable milfoil, European naiad
- Variable milfoil, curly-leaf pondweed
- ▲ Variable milfoil, fanwort
- Variable milfoil, fanwort, Eurasian milfoil, curly-leaf pondweed, European naiad
- Designated_Rivers_24k
- Major_lakes
- Town_Boundaries_polygons



0 12.5 25 50 Miles



Map prepared by NH DES Exotic
Species Program February 2023

Numbers correspond to separate
key which lists waterbody name
and town.



New Hampshire Infested Waterbodies

New Hampshire Department of Environmental Services Updated March 2023

(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
21	Arlington Mill Reservoir (SALEM)			X						
35	Ashuelot River (WINCHESTER)	X								
51	Balch Lake (WAKEFIELD)	X								
58	Barnstead Parade Pond/Suncook (BARNSTEAD/ PITTSFIELD)	X								
84	Beaver Lake (DERRY)	X							X	
45	Belleau Lake (WAKEFIELD)	X								
20	Big Island Pond (DERRY)	X		X		X				
15	Big Turkey Pond (CONCORD)	X								
16	Bixby Pond (EPSOM)	X								
54	Brindle Pond (BARNSTEAD)	X								
93	Canobie Lake (WINDHAM)					X				
23	Captain Pond (SALEM)	X								
86	Chance Pond Brook (FRANKLIN)	X								
25	Cheshire Pond (JAFFREY)	X								
22	Cobbetts Pond (WINDHAM)	X							X	
39	Cocheco River (ROCHESTER)	X								
29	Connecticut River (CHARLESTOWN)		X		X	X	X			X
26	Contoocook Lake (JAFFREY)	X								
49	Contoocook River (VARIOUS LOCATIONS)	X								
89	Country Pond (NEWTON)					X				
7	Crescent Lake (WOLFEBORO)	X								
85	Crooked Pond (LOUDON)	X								
46	Danforth Pond (FREEDOM)	X								
91	Deer Meadow Pond (CHICHESTER/EPSOM)	X								
24	Flints Pond (HOLLIS)	X								
28	Forest Lake (WINCHESTER)	X								
69	Glen Lake (GOFFSTOWN)	X				X				
44	Gorham Pond (DUNBARTON)	X								
87	Great Pond (KINGSTON)								X	
66	Halfmoon Pond (BARNSTEAD)	X								
32	Hopkinton Lake/Dam (HOPKINTON)	X								
43	Horseshoe Pond (MERRIMACK)	X								
55	Jones Pond (Stumpfield Pond) (NEW DURHAM)	X								
60	Kimball Pond (HOPKINTON)	X								
64	Lake Pemigewasset (MEREDITH)	X								
2	Lees Pond (MOULTONBOROUGH)	X								
88	Little Island Pond (PELHAM)								X	
36	Little Suncook River (EPSOM/NORTHWOOD)	X								
14	Little Turkey Pond (CONCORD)	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
11	Locke Lake (BARNSTEAD)	X								
70	Long Pond (DANVILLE)	X								
82	Long Pond (PELHAM)								X	
9	Mascoma Lake (ENFIELD)				X					
18	Massabesic Lake (AUBURN)	X		X						
30	Massasecum Lake (BRADFORD)	X								
52	Melendy Pond (BROOKLINE)	X								
59	Merrimack River (MULTIPLE TOWNS)	X							X	
81	Milville Lake (SALEM)					X				
37	Mine Falls Pond (NASHUA)	X	X	X	X	X				
31	Monomonac Lake (RINDGE)	X								
57	Mountain Pond (BROOKFIELD)				X					
33	Nashua River (NASHUA)	X	X	X	X	X	X			
76	Naticook Lake (MERRIMACK)	X								
80	Northeast Pond (MILTON)					X				
17	Northwood Lake (NORTHWOOD)	X				X				
48	Nutts Pond (MANCHESTER)							X		
4	Opechee Lake (LACONIA)	X								
3	Ossipee Lake (Broad Bay) (FREEDOM)	X								
61	Ottarnic Pond (HUDSON)	X	X	X						
75	Otter Pond (GREENFIELD)	X								
79	Oxbow Lake (CANTERBURY)	X								
94	Pawtuckaway Lake (NOTTINGHAM)	X								
27	Pearly Pond (RINDGE)	X								
62	Pemigewasset River (SANBORNTON)	X								
19	Phillips Pond (SANDOWN)	X		X						
78	Pine Island Pond (MANCHESTER)	X								
65	Piscataquog River (GOFFSTOWN)	X								
74	Post Pond (LYME)				X					
53	Potanipo Lake (BROOKLINE)	X								
34	Powder Mill Pond (HANCOCK)	X								
68	Powwow Pond (KINGSTON)	X								
40	Robinson Pond (HUDSON)	X		X						
47	Rocky Pond (GILMANTON)	X								
67	Rockybound Pond (CROYDON)		X							
56	Scobie Pond/Haunted Lake (FRANCESTOWN)	X								
95	Shellcamp Pond (GILMANTON)	X								
6	Silver Lake (TILTON)	X	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
71	Spaulding Pond (MILTON)	X								
42	Squam Lakes (HOLDERNESS/ASHLAND)	X								
41	Squam River (ASHLAND)	X								
13	St Paul's School Pond (CONCORD)	X								
12	Suncook Lakes (BARNSTEAD)	X								
10	Sunrise Lake (MIDDLETON)	X								
92	Swains Lake (BARRINGTON)	X								
90	Taylor Reservoir (SALEM)	X		X						
77	Turee Pond (BOW)	X								
50	Turtle Pond (CONCORD)	X	X							
72	Upper Goodwin Pond (CONCORD)	X								
83	Wash Pond (SANDOWN)								X	
8	Wentworth Lake (WOLFEBORO)	X								
73	Willand Pond (DOVER)	X								
63	Wilson Lake (SALEM)			X						
1	Winnepesaukee Lake (ALL TOWNS)	X								
38	Winnepesaukee River (TILTON)	X	X							
5	Winnisquam Lake (MEREDITH/BELMONT)	X								
	TOTAL	79	8	10	6	10	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 Hosts are an important part of keeping our local waterways clean and free of aquatic invasive species. Lake Hosts are not enforcers of local or state ordinances, rules, or laws, but rather represent NH LAKES and the local group participating in the Lake Host Program. They staff local boat access sites to teach the public about prevention methods and help boaters remove plants and animals from boats, trailers, and gear. They may be hired by NH LAKES as a seasonal employee, or serve as a 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.

Working Relationships/Accountability:

- A paid Lake Host is a NH LAKES employee working at a host site of a local organization participating in the program.
- Lake Hosts collect data and suspicious plant or animal photos and submit information through the field app.
- Lake Hosts are responsible for accurately completing and signing their timecard by the last Sunday in each pay period, as directed by NH LAKES.



Lake Host Program

Lake Host Position Description

- As part of the Lake Host Program, the local group's leadership is responsible for setting the weekly staffing schedule, providing daily oversight and management, and providing performance feedback to the Lake Host. If any questions, comments, or concerns arise that are not addressed by the local group's leadership, the Lake Host should contact NH LAKES directly.
- 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 2023 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 due to labor law restrictions.

Organization Information:

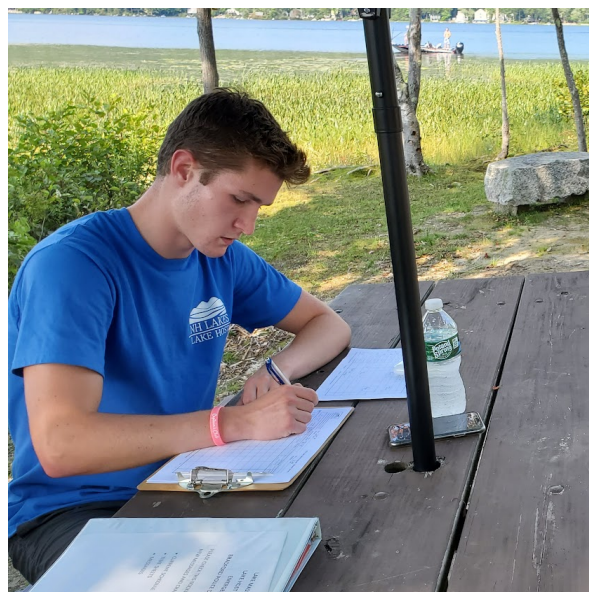
The mission of NH LAKES is to restore and preserve the lakes we all love. We work with partners, promote clean water policies, and inspire the public to care for our lakes. Founded in 1992, NH LAKES is a statewide, publicly-supported and grant-funded 501(c)(3) nonprofit organization. The Lake Host Program is a collaborative effort between NH LAKES, the New Hampshire Department of Environmental Services, and local partners to prevent the spread of invasive aquatic plants and animals in New Hampshire's waterbodies.

Position Summary:

A Local Manager is an employee of NH LAKES who assists the group's Local Coordinator with data management and administration of the Lake Host Program. Minimum age for this position is 18.

Essential Responsibilities:

- Ensuring all boater survey and volunteer match data are submitted in a timely manner through the online portal 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.
- Performing related duties as assigned by the Local Coordinator and approved by NH LAKES.



Knowledge, Skills, and Abilities: The ideal Program Manager:

- 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.

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 Manager is projected to earn more than \$5,000 in 2023, 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:

The mission of NH LAKES is to restore and preserve the lakes we all love. We work with partners, promote clean water policies, and inspire the public to care for our lakes. Founded in 1992, NH LAKES is a statewide, publicly-supported and grant-funded 501(c)(3) nonprofit organization. The Lake Host Program is a collaborative effort between NH LAKES, the New Hampshire Department of Environmental Services, and local partners to prevent the spread of invasive aquatic plants and animals 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. They 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: 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 and a good understanding of how to submit your survey data and photos of your suspicious specimens!

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, don't force it. Remind them to take the time to clean, drain, and dry to protect the lake they love and wish them a good day.

Be in touch: Have a cell phone/know where the nearest phone is. Have the phone numbers of your local coordinator, NH LAKES, and the 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 intend to ensure all Lake Hosts' fair and consistent treatment. They are in place 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 anytime.

II. Performance & Conduct

- Lake Hosts will be neat and wear their NH LAKES uniform while on duty.
- Lake Hosts will promptly greet all launch site visitors and remain visible, alert, and accessible while boaters and other visitors are at the launch site. No sitting in a vehicle unless pre-approved by NH LAKES due to safety/weather concerns or medical issues.
- Lake Hosts will not attempt to enforce compliance with any applicable laws, rules, or ordinances, deny boater access to the waterbody, or threaten to report people for potential violations.
- Personal devices, if not being used for data collection, will remain away while boaters or visitors are at the launch site to maintain a professional and attentive appearance.
- Lake Hosts who will be late or absent will contact their local supervisor immediately regarding their lateness or intended absence unless approved prior.
- Lake Hosts should check in with their supervisor before the start of a shift if adverse or unsafe weather conditions are forecasted for the shift and should attempt to contact their supervisor if adverse or hazardous 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 Hosts will adhere to a violence-free workplace and will not act or appear threateningly. If threatened, Lake Hosts should leave the premises and notify their supervisor.

III. Disciplinary Policy

- NH LAKES reserves the right to determine and implement what it believes is an appropriate response to Lake Host misconduct. If an individual feels inappropriate corrective action has occurred, they are encouraged to discuss the grievance with NH LAKES.
- NH LAKES will determine if corrective action is necessary and what type of action to take. This will be based on factors such as the severity of the offense, the Lake Host's conduct history, the impact on NH LAKES, the public, and other Lake Hosts, as well as any mitigating or aggravating circumstances.
- If NH LAKES determines that an offense is severe enough to warrant immediate discharge or that corrective measures are inappropriate, these disciplinary actions will not apply.



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 safely. They are encouraged to take precautions necessary to manage these conditions (i.e., sunscreen, umbrella, bug spray, 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 a sun umbrella to protect yourself from the sun.
- 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.
- Hypothermia is abnormally low body temperature, accompanied by shivering, slow, shallow breathing, and/or drowsiness. 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 reasonably 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 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.). They must notify their local supervisor as soon as possible.
- Lake Hosts may not engage in potentially dangerous activities while on duty (including, but not limited to, throwing balls for dogs, directing traffic, launching boats, fishing, or swimming.) Inadvertent accidents or exposure to pollutants could occur.
- Lake Hosts should refrain from distractions and not entertain friends, family, or pets while on duty at the ramp.
- Lake Hosts should refrain from confronting 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 can leave the worksite to use the nearest public restroom and will be paid for this short time. Lake Hosts should refrain from entering the private residence of a supervisor or association representative to use their bathroom.
- Lake Hosts are responsible for immediately reporting injuries sustained to their supervisor, even if they appear minor. Failure to do so may result in loss of workers' compensation benefits.
- In the case of an ongoing or suspected cyanobacteria bloom, Lake Hosts should avoid contact with the water. Please report photos of suspected cyanobacteria blooms to the New Hampshire Department of Environmental Services by texting the hotline at (603) 848-8094.

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 avoid making sudden jerking or twisting motions to avoid injury. If you need to change direction, don't move from the waist or knees; move your feet instead.
- NH LAKES can make reasonable accommodations for a Lake Host with mobility issues to receive an extendable inspection mirror. Please notify us at lakehost@nhlakes.org.

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, you are covered under the NH LAKES workers' compensation policy.
- All paid and volunteer Lake Hosts must follow the instructions on their "Incident Reporting Card" and always keep it with them.
- If an emergency occurs, Lake Hosts should call 911. NH LAKES recommends Lake Hosts in isolated areas work in pairs.

VI. Harassment

- Lake Hosts are entitled to a safe workplace that is free of harassment.
- Harassment consists of unwelcome verbal, physical, or visual conduct.
- 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 can be shared at any time with the local supervisor, staff of NH LAKES, or NH LAKES President.
- NH LAKES employs a zero-tolerance policy concerning 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 non-Lake Host with whom the Lake Host is involved or indirectly in a working relationship.
- All complaints of harassment will be taken seriously, addressed with discretion, investigated promptly, and 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.
- 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 at 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. Lake Hosts on an unpaid eating break are expected to cover their NH LAKES uniform, so the public doesn't assume they are actively on duty. Lake Hosts may choose to eat while performing job duties and to be paid for that time, provided that eating does not interfere with the execution of job duties (RSA 275:30-a).
- Due to labor regulations, paid Lake Hosts may not volunteer time unpaid to do the same job within the same calendar year. Volunteer Lake Hosts may not switch to being paid within the same calendar year.
- Lake Hosts 16 or 17 years old may not work after eight p.m., before six a.m., or for more than six consecutive days and must have a signed youth employment form before beginning work.
- Lake Hosts can use their personal devices for data collection in the field. Devices may be used in airplane mode to avoid using cellular data. Lake Hosts are responsible for any cost or damages incurred on their own personal devices.



Aquatic Invasive Species

What You Need to Know

Native Aquatic Plants

Lake plants are a common sight in New Hampshire, but residents and visitors alike may not know the difference between native and invasive plants and what makes for a healthy lake. Native aquatic plants protect and provide for our lakes. Wind, waves, and other disturbances kick up bottom sediment and cause the shoreline to fall into the lake. Plants and roots along the shoreline defend the lake from these disturbances to keep harmful dirt and nutrients out!

Wildlife depends on lake plants:

- Habitat and hiding places for fish, turtles, insects, and more!
- Spawning beds for fish eggs
- Habitat for wading and songbirds
- Food sources for mammals like deer and moose

Lake plants have cultural significance! Native Americans and early settlers used them for:

- Food
- Shelter
- Medicine
- Ceremonies
- Clothing

Aquatic plants filter the water and play a crucial role in keeping the lake clean by:

- Removing waste gases
- Oxygenating water
- Increasing water clarity
- Absorbing nutrients from fish waste and polluted runoff water
- Slowing toxic cyanobacteria blooms

To protect the lakes we all love, pay attention to what's happening in the area around it. Waste from septic systems, as well as runoff from roads, yards, and farms, can bring in nutrients, dirt, and sediment. This pollution leads to an increase in nuisance plant and potentially toxic cyanobacteria growth. And, boaters who do not take measures to prevent the spread of **invasive lake plants and animals** can accidentally introduce them into the lake and cause serious environmental issues that hurt the local economy and tax payers.

What Are Aquatic Invasive Species?

Aquatic invasive species are not native to New Hampshire and are a big problem for our lakes! They can grow fast, taking over the waterbody, and don't have any natural predators to help control them. Invasive species can block recreational activities, hurt the economy, and even lead to safety issues. They spread into the lakes we love by hitchhiking on boats, trailers, and recreational gear, or sometimes through improperly disposed aquariums.

Once invasive plants are established, they are extremely hard to get rid of. The cost of management practices can be really high, sometimes up to hundreds of thousands of dollars. Our lakes are threatened by invasive animals, too! Currently, there are no management options for invasive animals in New Hampshire.

What Aquatic Invasive Species Threaten Our Lakes?

Milfoil (*Myriophyllum*)

Milfoil is an aquatic plant with wispy, feather-like leaves that spiral along the stem (kind of like a squirrel tail). It can grow up to 15 feet in length with blooms most often seen in late June or July. There are two types of milfoil that are not native to New Hampshire and are considered invasive. These grow an inch or more in length every day when the temperature, light, and nutrients are just right. All it takes is a small piece of this plant, brought by boat, trailer, or recreational gear, to start a new population in a waterbody.



Fanwort (*Cabomba caroliniana*)

Fanwort is an underwater plant with thin leaves that sprout out in a fan shape. It is usually two to twelve feet long. The leaves are placed opposite each other along the stem. During flower season in August, lily pad-like leaves appear on top of the water. Fanwort can spread quickly to the sides of lakes and ponds, making it hard to enjoy activities like swimming and fishing.



Water chestnut (*Trapa natans*)

Water chestnuts get their name from the big, pointy seeds they produce. Water chestnut plants float on the water, like a lily pad, and have feathery leaves beneath the water. The leaves have air-filled pouches to help them stay afloat. These chestnuts aren't the same ones we eat. The seed pods can stick to carpeted boat trailers and can stay alive for 16 years, even outside of the water! One single seed can grow into 300 new plants in just one season. When water chestnuts spread, they can cover the whole surface of a waterbody and can take over wetlands or other important habitats, too.



Curly-leaf pondweed (*Potamogeton crispus*)

Curly-leaf pondweed is a type of underwater plant with distinctly curled leaf edges. It is able to survive in cold temperatures and can now be found in some lakes and rivers in New England. During fall, it starts growing from rhizomes and buds. It creates thick blankets of plant material on the water's surface during the springtime which can disrupt recreational activities. By mid-July, the plant dies off after releasing seeds.



Spiny naiad (*Najas minor*)

Spiny Naiad is a plant that breaks apart easily, allowing pieces to stick to boats, trailers, and other equipment. Its small seeds can also stick to waterfowl or be taken up by bilge water.

Spiny naiad can grow up to four feet tall in slow-moving water. Its leaves are thin, small, and have small pointed edges that point backward. It can tolerate nutrient and sediment pollution and may become more common in New Hampshire if we don't take measures to restore our lakes.



Zebra mussels (*Dreissena polymorpha*)

Zebra mussels are tiny shellfish, about the size of a pistachio, with alternating light and dark stripes. They start reproducing when they are one year old, and can make 30,000 to 1,000,000 new mussels each year! Zebra mussels build up layers of barnacle-like shells that can be several feet thick. These shells stick to things like stones, wood, iron, plastic, and other mussels. They can even attach to plants and mud! Their larva can travel in even just a drop of water, so it is very important for boaters to take the necessary steps to stop zebra mussels from coming to New Hampshire by drying their boats and gear completely. Even though they have not been found here yet, it is likely they may be here soon!



Asian clam (*Corbicula fluminea*)

Asian clams are small round shellfish with thick rings on their shells. They're much smaller than native mussels, usually less than an inch and a half. In one year, a single clam can produce 2,000-8,000 babies, and they can even fertilize themselves. They can be found in some New Hampshire bodies of water, and there may be more that haven't been discovered yet. The small clams can clog up water intakes, and if they get sucked in, they can grow in the system. As they burrow and feed on the sediment, they stir up phosphorus, which can cause toxic algal blooms.



Spiny water flea (*Bythotrephes longimanus*)

The spiny water flea is a small crustacean about half an inch long - that's more than 10 times bigger than native water fleas! It has a long tail with sharp spikes that protect it from predators, and the spikes are too hard for young fish to swallow. This non-native organism is a problem of concern for recreational fishermen. It takes away food and space from native zooplankton, which can leave fish to starve. The spikes also get stuck on fishing gear, forming sticky, cotton-like clumps. Eggs can survive in fish stomachs and on fishing gear, which makes it easier for them to spread to new places quickly.





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 their 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.

NEW! 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.

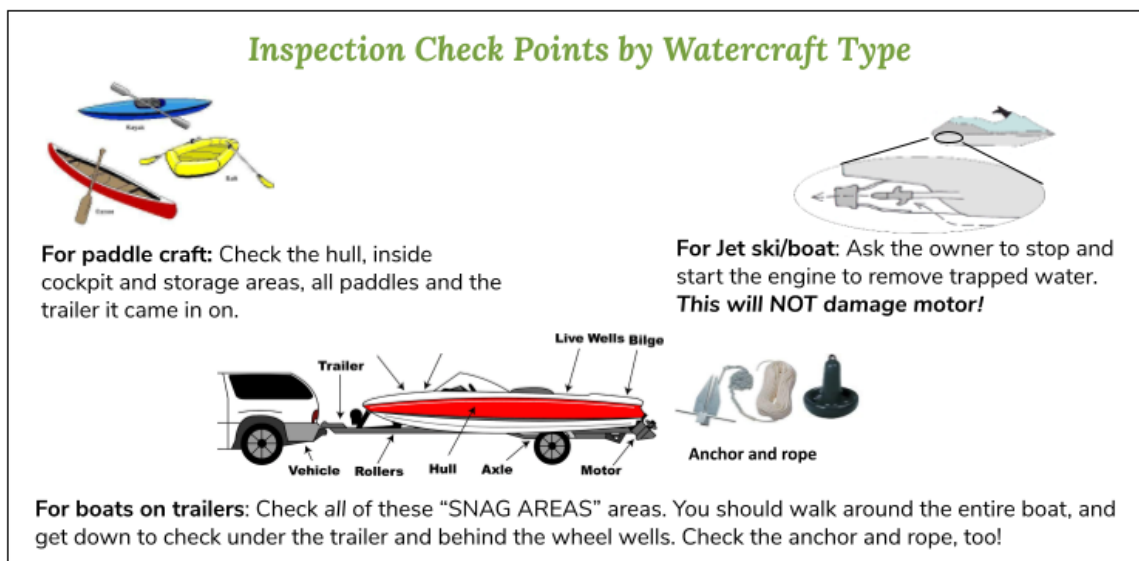
How Can Boaters Prevent the Spread of Aquatic Invasive Species?

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, pets, 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.





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 official Lake Host shirt/sweatshirt. Approach everyone that visits the ramp confidently and with a positive attitude.

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

Simple 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:

"Hello! I'm [your name] with the [local lake association], working with NH LAKES to help prevent the spread of aquatic invasive species. Invasive species like milfoil and Asian clam can wreak havoc on the natural balance of our lake, making activities like boating, fishing, and swimming unsafe and jeopardizing property values and the local economy.

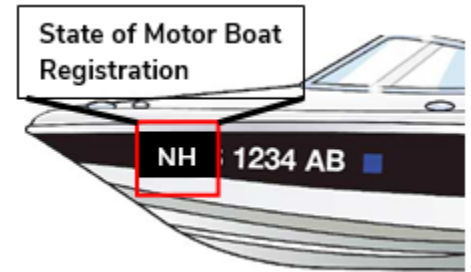
But don't worry, I've got your back! I can show you the clean, drain, & dry method to stop these pesky invaders in their tracks. Plus, I'll conduct a courtesy boat inspection and remove any plants on your gear, trailer, or vessel for free - no strings attached! Let's work together to keep our waters healthy and thriving."

How to Conduct a Successful Inspection

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!”
- If they are from out of state, politely ask if they have heard of the Out-of-State Boater Decal. Record their response on your survey. If they do not have the decal, point out the decal information listed under “Laws Boaters Need to Know” on the brochure.
- 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.

How to Conduct a Successful Inspection

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 sandpapery, 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.
- ✓ 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!

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! Has 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

- ✓ 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!
- **Out-of-State AIS Decal:** Are you here from out of state today? Do you have an Out-of-State AIS Decal?

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 on a properly filled out photo submission form that shows scale and detail.



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 to navigate to <https://arcg.is/1SD9HX> and click “Open in the Survey123 field app” to download the NH LAKES Boater Survey onto your mobile device. **This is case sensitive.**

Step 3: Open the Survey123 App (green icon with a white checkmark). Click “Continue without signing in,” and open the NH LAKES Boater Survey. Continue without signing in. No password is required.

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 you selected the correct fields.

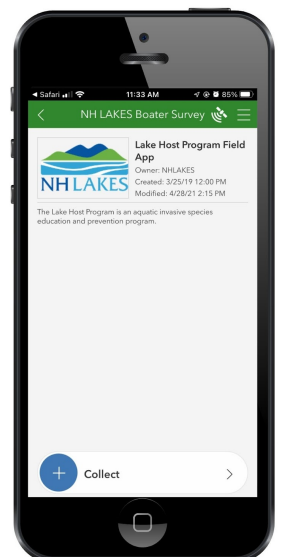
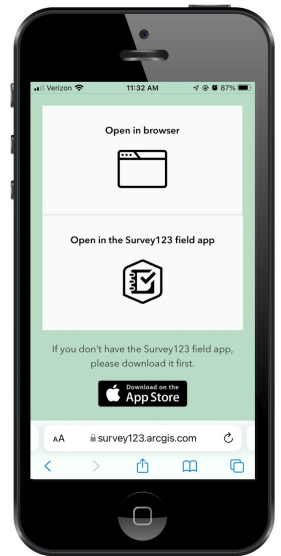
Step 6: Hit the checkmark (lower right-hand corner) to submit your survey.

- 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.





2023 Lake Host Program – Boater Survey Form

Read the boater survey instructions in the 2023 training manual.
Complete one row for each boat inspection. A boat that was
inspected when launched and retrieved should take up two rows.
All paper forms must be transferred to the digital reporting system
before the end of the season.

Group: Small Dog Pond Association

Date: 07/24/2023

Lake Name: Small Dog Pond

Ramp Name: Strawberry Stream

Lake Host Name(s): KKelleher

	Time (am or pm)	Launching or Leaving (Circle one)	Type of Boat (Circle one)	Motor boats only		ALL Arriving Boats					ALL Departing Boats		Out-of- State AIS Decal
				Ballast Tank/Bag X = Yes	State of Registration	Last Waterbody		Clean	Drain	Dry	Next Waterbody		
						State/Town	Waterbody	X = Yes	X = Yes	X = Yes	State/Town	Waterbody	
1	7:00am	<input checked="" type="checkbox"/> Arriving <input type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized		VT	NH	Northwood Lake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
2	9:00am	<input type="checkbox"/> Arriving <input checked="" type="checkbox"/> Departing	<input type="checkbox"/> Motorized <input type="checkbox"/> Non-motorized		NH						NH	Pawtuckaway	
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 must be digitally submitted.

PAGE: ____ of ____



Lake Host Program Suspicious Specimen Photo Submission

Group Name: *Town of Hudson Conserv Commis*

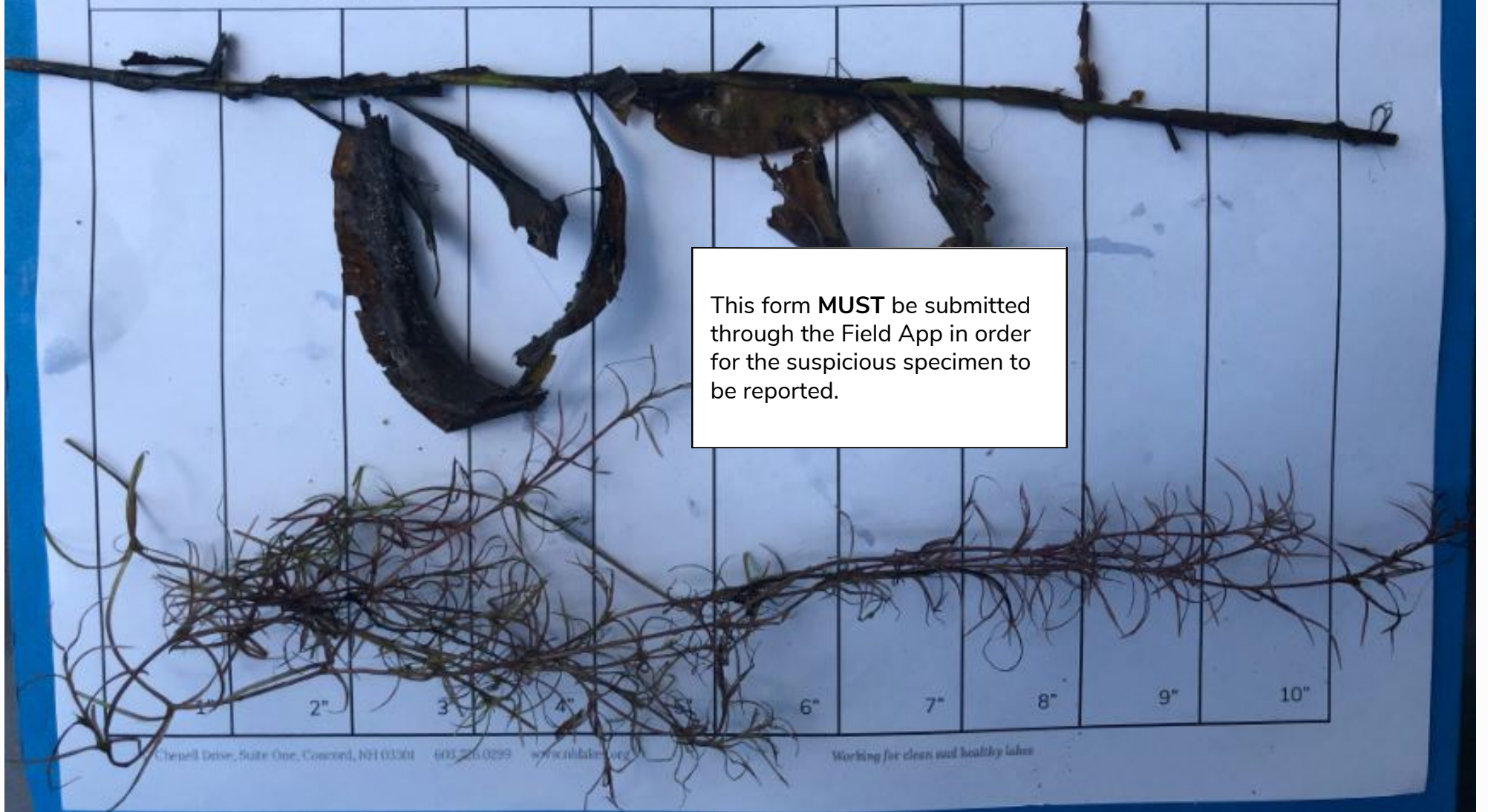
Lake Host Inspector Name: *Hans Heller*

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.



2023 Lake Host Program - Employee Timesheet

Name of Local Group: Small Dog Pond Association

Pay Period #: 5

Name: Krystal Costa

Position: Inspector or Manager (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.

<div>2023</div> <div>PAYROLL PERIODS:</div> <div>#1 April 17 – April 30</div> <div>#2 May 1 – May 14</div> <div>#3 May 15 – May 28</div> <div>#4 May 29 – June 11</div> <div>#5 June 13 – June 25</div> <div>#6 June 26 – July 9</div> <div>#7 July 10 – July 23</div> <div>#8 July 24 – Aug. 6</div> <div>#9 Aug. 5 – Aug. 20</div> <div>#10 Aug 21 – Sept. 3</div> <div>#11 Sept 4 – Sept 17</div> <div>#12 Sept 18 – Oct. 1</div> <div>#13 Oct. 2 – Oct 15</div>	Date (M/D/Y)	Shift Start Time	Shift End Time	Total Shift in Hours	Notes
	7/3/2023	4 : 00	10 : 00	6	
	7/4/2023	4 : 00	10 : 00	6	
		:	:		
		:	:		
		:	:		
		:	:		
		:	:		
		:	:		

Timesheets should be submitted to NH LAKES. Coordinators must approve timesheets by 4:00PM on Payroll Mondays.

Total Number of Hours worked in this Pay Period: 14

Hourly Rate: \$ 10

Total Pay (Total Hours Worked) x (Hourly Rate): \$ 140

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 by 4:00 pm on "Payroll Monday."



Lake Host Program Volunteer Information Form

Volunteer Name: Andrea LaMoreaux DOB: 04/01/1995

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 2023 Lake Host Training Session.
2. **Have reviewed** the appropriate 2023 Lake Host Program job description.
3. **Have reviewed** the appropriate 2023 Lake Host Program Manual.

Volunteer Signature: Andrea LaMoreaux 05/03/2023
(Name) (Date)



2023 Lake Host Program – Volunteer Time/Match Sheet

Name of Local Organization: Small Dog Pond Association

Name of Volunteer: Gloria Norcross

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.

	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	7/4/23	Ramp	2		\$		1
Row B	7/5/23	Ramp	2		\$		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 (\$29.95)		\$ 119.80			(Total Mileage) x (\$0.655)	\$ 1.31

I certify that the above is correct (Volunteer signature): Gloria Norcross

Date: 7/5/2023

(Coordinator signature): Jane Doe

Date: 7/5/2023



**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 _____
7/2/2023
Date *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:

An 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.
- NH LAKES recommends a responsible Lake Host be hired to also work as the [Local Program Manager](#).

Training and Performance:

- Attend training, ensure all paid Lake Hosts attend the appropriate training sessions, and provide training for any volunteers if they do not attend a NH LAKES training session before they staff the ramp.
- 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.
- Maintain local records of employee and volunteer forms, timesheets, volunteer match, 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.





Lake Host Program

Local Coordinator Position Description

Role in Payroll:

- Verify all employee timesheets as instructed by NH LAKES before 4:00 p.m. on “Payroll Mondays.”
- Ensure that your group does not overspend your payroll account.

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 pay period.
- NH LAKES recommends data be entered by individual employees and volunteers directly through platforms provided. 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 \$29.95/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:

The mission of NH LAKES is to restore and preserve the lakes we all love. We work with partners, promote clean water policies, and inspire the public to care for our lakes. Founded in 1992, NH LAKES is a statewide, publicly-supported and grant-funded 501(c)(3) nonprofit organization. The Lake Host Program is a collaborative effort between NH LAKES, the New Hampshire Department of Environmental Services, and local partners to prevent the spread of invasive aquatic plants and animals in New Hampshire’s waterbodies.



Lake Host Program

Terms of Participation

Terms of Participation

NH LAKES may terminate the participation of a group at any time due to a violation of these Terms of Participation or complaints of misconduct.

Participating group's leadership will:

- Ensure the partner 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.
- Appoint a [Program Coordinator\(s\)](#) capable of leading and fostering a well-functioning, professional, safe, inclusive, and effective Lake Host Program, who 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.
- Provide a time commitment by leadership of approximately five hours per week during the duration of the program in order to ensure the local organization, NH LAKES, boaters, and our lakes get the maximum possible benefit out of the Lake Host program
- Recruit Lake Hosts (employees and volunteers) and determine competitive pay rates for all Lake Host Program employees no less than \$10 per hour.
- Ensure all employment and volunteer paperwork and data are submitted in the manner prescribed by NH LAKES.
- Develop weekly ramp coverage schedules for Lake Hosts. Provide the Lake Host (volunteer and employee) schedule to Lake Host and NH LAKES and communicate, in advance, if there are any scheduling changes.
- Groups may use payroll award funds to staff the program through the following dates or until funding runs out:
 - Program Managers: Monday, April 17, 2023 - Monday, September 4, 2023
 - Lake Hosts: Monday, May 1, 2023 - Monday, September 4, 2023
 - Groups wishing to staff outside this range must make arrangements with NH LAKES well in advance.
- Verify and approve employee timecards every two weeks in the manner prescribed by NH LAKES.
- Track payroll spending and volunteer match accrual, and ensure local funding payments are submitted to NH LAKES on time for program participation and extended ramp coverage.
- Provide additional funds to cover hourly wages and statutory benefits of employees before the payroll award runs out. NH LAKES is unable to advance funds to cover hours beyond the payroll award.
- Maintain regular communications with NH LAKES regarding volunteer and employee performance to meet program expectations. Local Coordinators may be asked by NH LAKES to help develop and oversee performance improvement plans for employees or volunteers.



Lake Host Program

Terms of Participation

- Inform NH LAKES immediately of any complaints violating NH LAKES' zero-tolerance policy with regard to harassment or violence of any type, regardless of position or rank within the organization (including any harassment of employees or volunteers by boaters or other visitors to the access site). NH LAKES will take all complaints seriously, investigate complaints promptly, and all investigations and outcomes will be kept confidential to the maximum extent possible.
- Notify NH LAKES immediately of any safety issues and/or injuries incurred by any volunteer or employee while on duty.
- Obtain materials for all Lake Host employees and volunteers consisting of a uniform (t-shirts and an optional hat), tote bag, pen, clipboard, incident reporting card, suspicious specimen forms, and a starting amount of necessary paperwork and handout materials. Uniform shirts and hats are limited, please be sure to take a reasonable number and leave enough for other groups!
- Ensure Lake Hosts are provided with a self-service system to access program materials and turn in paperwork. This system should not require the employee or volunteer to enter a private residence.
- Regularly visit all Lake Hosts at the access site to: evaluate performance and offer respectful and constructive feedback and retraining; restock supplies; and, evaluate the access site to ensure safe working conditions.
- Complete and submit the online end-of-season evaluation survey provided by NH LAKES.
- Contribute a minimum of 100% local match toward the payroll award and maintain proper documentation. The following counts as local match:
 - Local funding that is 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 postage, chairs for Lake Hosts, ramp supplies, volunteer mileage (valued at the federal rate), etc.
 - Note: 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:

- Pre-approve award determinations based on standardized criteria and review all payroll award applications.
- Execute a letter of agreement with each participating local organization and provide access to all required administrative forms.
- Hire employees based on the recommendation of the local program leadership. NH LAKES reserves the right to refuse any individual for an employee or volunteer relationship that does not appear to be qualified.



Lake Host Program

Terms of Participation

- 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 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 and handout materials.
- Provide one complimentary A-frame "Lake Host on Duty" ramp sign to each group if your group doesn't have one already.
- Provide formal training and materials for program participants.
- Draft performance improvement plans in collaboration with the local group to address Lake Host behavior concerns. *Only NH LAKES may terminate an employee or volunteer relationship with the Lake Host Program.*
- Provide training on how to submit all forms, payroll, and use the data entry platforms.
- Provide technical support and assistance to program participants.
- Provide bi-weekly updates to the group's leadership on payroll spending and volunteer match accrual.
- Make a report of suspicious specimen identifications available.
- Provide reasonable accommodations for individuals under the Americans with Disabilities Act.
- Provide a final activity report with basic data analysis at the end of the season.



Lake Host Program Operations

For Program Coordinators

January:

- Contact your town to ask for matching funds for the upcoming Lake Hosting season!
- Use the talking points and example funding request letter.

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 proposals and updates materials.**

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!

April:

- Post "Help Wanted" ads on websites like Facebook, Craigslist, and Indeed.
- Begin interviewing people who may be suitable for paid and volunteer positions as Lake Hosts to fill any open spots.
- Watch for notification of payroll award, forms, and training dates.
- Forward all hiring information and volunteer paperwork to NH LAKES. Create a schedule for the season.
- **NH LAKES notifies groups of their payroll award by the end of the month.**

May:

- Sign yourself and all Lake Hosts up for NH LAKES online training. Pick up uniforms and materials in Concord.
- Send in additional local funding for Lake Host payroll if applicable.
- **NH LAKES helps hire and train people for three roles: Lake Hosts, Program Managers, and Local Coordinators. They make sure all the paperwork is filled out correctly and confirm the hire.**



Lake Host Program Operations

For Program 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.

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 to all participants.** Please fill out the survey, and make sure your Lake Hosts do too! Help us improve the program.
- NH LAKES cleans up and analyzes the boater data collected by your group.
- NH LAKES prepares an in depth Final Activity Report and sends it to your group leadership before the end of fall. Save this somewhere important, you'll need it to fill out next years application.



Local Coordinators

How You Can Run a Successful Program

This document aims to teach you how to run your local Lake Host Program effectively.

Step 1: Recruit your team

One of your key roles is to recruit volunteers and paid Lake Hosts—your local program will only be as good as the Lake Hosts at the ramps! *Note: Individuals under 16 may not be a Lake Host.*

- 1. Advertise:** You can place an ad in your local newspaper, newsletter, or public bulletin boards—like the ones you might find at the library or general store. You can advertise at local schools, your association website, Craigslist, and Indeed.
- 2. Provide Job Description:** Provide individuals interested in volunteering or working as a Lake Host with the position description and a training manual. Be sure to explain that Lake Hosting is a part-time, temporary, seasonal position that is entirely outdoors!
- 3. Interview:** Conduct interviews once you have individuals who seem qualified to be a Lake Host. Consider using phone and video conferencing software to interview potential Lake Hosts or meet with them in a public location like a coffee shop, library, or at the boat ramp.

When interviewing:

- Avoid asking questions or making comments unrelated to the job.
- Outline the specific duties involved in the position. Focus on job responsibilities, work conditions, schedules, and the program mission.
- Describe the pressures of the job. Consider boaters who are disagreeable or rushing, adverse weather, “downtime,” etc.
- Describe who they will report to and the dynamic. Let them know how independent their work will be and the decision-making discretion that they may have. Stress that Lake Hosts are educators, not enforcers.
- Come to an agreement on their hourly rate and working hours. Lake Host employees may not be paid less than \$10/hr.
- Do not ask inappropriate questions related to sex, age, race, ethnicity, nationality, disability, mental illness or ability, sexual orientation, gender, gender identity/expression, sex characteristics, religion, creed, or individual political opinions.
- **Do ask the following questions:**
 - ✓ Are you 16 or older?
 - ✓ Do you have transportation to the ramp?
 - ✓ How did you hear about this position?
 - ✓ Why are you interested in this position?
 - ✓ Are you available to work the days and 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 working in variable weather?



Local Coordinators

How You Can Run a Successful Program

Step 2: Get Your Team Signed up

Once you have selected individuals to join your team, notify candidates who were not chosen and thank them for their interest. Then, proceed with the onboarding process! **NH LAKES uses online software for collecting the majority of the paperwork.**

- All Lake Host Program employees and volunteers must fill out all onboarding forms annually. There are no exceptions for “returning” participants.
- Volunteers are only required to fill out an online Volunteer Information Form.

The more in-depth process for onboarding Lake Host employees! Collect the following information for each employee, and submit them for hire as instructed by NH LAKES through the “Hiring Request Form”:

- Employee name
- Employee phone number
- Employee email address
- Employee position
- Employee hourly rate
- Employee’s estimated hours per week
- Employee start and end date
- The employee will receive an invitation to our online onboarding system to fill out four of the five required forms:
 - Lake Host Employee Info Form
 - W-4 Form
 - Direct deposit information
 - Youth Parental Permission Form (for 16 & 17-year-old Lake Hosts only)
- **The federal I-9 Form must be completed in person.**
 - Employees will fill out the first page of the I-9 and must provide appropriate forms of identification so that the second page can be completed.
 - Someone from the local leadership (or authorized representative such as a librarian) must review the employee's identification and fill out page two of the I-9.
 - Mail or email the completed I-9s to NH LAKES.
 - If no one from the local group is available, employees can bring their I-9 Form and appropriate forms of identification to the NH LAKES office to be verified by NH LAKES.
- Once NH LAKES receives the I-9, and the employee has completed their online forms, they will receive their hiring letter.
- You and the employee will be notified over email that their onboarding is completed.
- Employees must complete their hiring process in full and be approved by NH LAKES before being able to work at the ramp.



Local Coordinators

How You Can Run a Successful Program

Step 3: Get Your Lake Hosts Trained

All Lake Hosts must have access to a Lake Host Training Manual and have watched or attended training before staffing the ramp.

- Program Coordinators may offer additional training locally.
- All Lake Host Training recordings will be available online for viewing if Lake Hosts cannot attend live.
- Time spent at training should be recorded on the employee or volunteer's timesheet.

Step 4: Get Your Ramp Staffing Schedule Figured Out

Decide on the ramp staffing plan at the start of the season and inform your Lake Host team and NH LAKES.

- Employees must work a minimum of two hours when reporting to the boat ramp.
- If an employee must stop work within the first two hours because of bad weather, they are paid for a minimum of two hours.
- Employees are paid only for their worked time unless they are affected by the 2-hour inclement weather policy due to unsafe conditions.
- Lake Hosts must notify coordinators if they leave the ramp due to unsafe conditions.
- Lake Hosts cannot exceed 40 hours of work a week (or 80 per pay period).
- Lake Hosts working at multiple ramps may not exceed 40 hours a week cumulatively.
- If 18 or older, a Lake Host employee may work beyond eight hours a day. Due to working outside, NH LAKES recommends four to five-hour shifts for Lake Hosts.

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 any way.



Local Coordinators

How You Can Run a Successful Program

- Lake Hosts are entitled to an unpaid 30-minute “eating break” for every 5 hours of work. It’s the law!
 - During this time, the Lake Host should appear off duty so that visiting boaters are not confused about why the Lake Host is not inspecting boats.
 - Lake Hosts may waive their unpaid eating break if they choose to “eat while they work” and stay on the clock.
 - Lake Hosts cannot be forced to take an unpaid break if they can reasonably eat while working.

Step 5: Get Your Lake Host Employees Paid

Pay periods are bi-weekly, and you will be required to review and approve timesheets for your team by four p.m. on "Payroll Monday."

- NH LAKES will notify you when the end of the pay period is approaching so you can be ready to review your group’s timesheets.
- If you cannot review timesheets for your group, contact NH LAKES before the payroll deadline to make different arrangements. NH LAKES can verify your group’s timesheets.
- If you forget to verify timesheets, NH LAKES will contact you about missing the deadline.
- Timesheets must be verified so employees are paid on time per labor law requirements.

Step 6: Get Your Volunteer Match Counted

Ensure everyone who volunteers, including you as the Local Program Coordinator, records their hours, mileage, and expenses on the volunteer timesheet.

- Submit all hours through the online reporter on a bi-weekly basis.
- Anything and everything that volunteers do for the local Lake Host Program counts towards your group’s volunteer match.
- All volunteer time spent on Lake Host Program counts as volunteer match. Ensure that everyone (including YOU, the local coordinator) diligently records your time spent on administration, at the ramp, or driving, as well as mileage and out-of-pocket expenses.

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

Pay Period #1: May 1
Pay Period #2: May 15
Pay Period #3: May 30
Pay Period #4: June 12
Pay Period #5: June 26
Pay Period #6: July 10
Pay Period #7: July 24
Pay Period #8: Aug 7
Pay Period #9: Aug 21
Pay Period #10: Sept 5
Pay Period #11: Sept 18
Pay Period #12: Oct 2
Pay Period #13: Oct 16

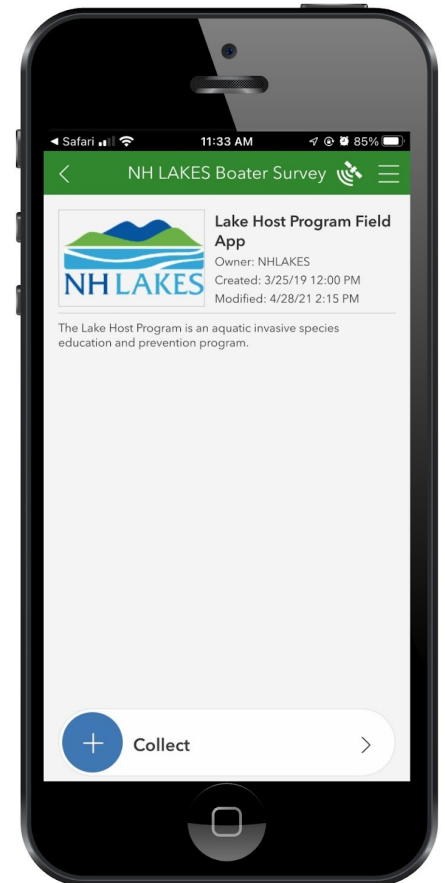
Add these dates to your calendar!
NH LAKES will also send you a payroll reminder email in advance to let you know about the upcoming deadline and provide instructions for verifying your groups timesheets.

Step 7: Get Your Inspections Counted!

Getting good survey data is crucial. The information gathered from boaters determines your group's award amount next season.

As Local Coordinator, you can choose how to collect survey data from Lake Hosts. They can use the mobile app directly in the field or fill out paper sheets to be entered later by the local Program Assistant.

- Review “How to Conduct Successful Inspection” and “Quick References” in this manual.
- Do not send the paper sheets to NH LAKES. Data must be submitted electronically.
- Lake Hosts that attend NH LAKES training learn how to use the app; explicit instructions are in the Lake Host Program Training Manual.
- Lake Hosts can still use paper boater survey sheets. All data must be submitted to the digital platform.
- The Field App works offline and allows you to store surveys in the “outbox” without using cellular data. Lake Hosts must submit surveys later 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 must follow instructions in their manual, take a clear and high-quality photo, and use the photo submission form.

Submit a picture: Lake Hosts can take a photo of any suspicious specimen they find and submit it through the Field App.

Submit a picture 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.

All suspicious specimens found during inspections should be submitted, regardless of if it is a confirmed infestation at your lake. Your group should be credited for that “save,” and the New Hampshire Department of Environmental Services must identify it for it to be counted.



Local Coordinators

How You Can Run a Successful Program

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

Ensure your Lake Hosts have everything they need to do their job well. Make sure they have the Field App downloaded, their uniform, paperwork, clipboard, pen, etc.

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

Ensure that Lake Hosts can educate boaters on the **“Clean & Drain” law** and follow all behavior expectations.

If a Lake Host is not doing their job well, you can contact NH LAKES to discuss it and figure out a plan to fix the problem with the worker or volunteer.

Step 10: Keep Your Group In Good Standing!

To get a Lake Host Payroll Award next season, all Lake Host Program groups must be in good standing.

- ✓ **Keep track of your group's payroll spending.** Every two weeks, NH LAKES will send an email to your group. The email will have funding spent on the Lake Host payroll and how much remains for the next payroll.
- ✓ **Keep track of your group's local volunteer match.** Submit Volunteer Match on the online system. **Your group must meet the minimum 100% match requirement toward your group's payroll award by the end of the season.**
- ✓ Forward all basic employment information to NH LAKES. Verify timesheets on time and in the prescribed manner.
- ✓ Stay on top of entering boater survey data. Your group's award for next season will be determined partly by the inspections entered this season.
- ✓ Submit a final evaluation to NH LAKES. Give us feedback on the Lake Host Program, tell us about your summer, and help us to focus our aquatic invasive species prevention efforts better!
- ✓ Ensure 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!

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.