



HUBBARD BROOK RESEARCH FOUNDATION
LIKENS CONSERVATION CAMPUS
AT MIRROR LAKE

RESIDENT INFORMATION

Dear Resident:

Welcome to the Likens Conservation Campus at Mirror Lake! We are pleased to host you at our facilities. We hope you have a comfortable and productive stay. We have provided you with this housing packet in order to foster good stewardship of the property and to better provide for your comfort, health, and safety. Please read this packet in its entirety before your arrival.

The packet will provide the following information:

- I. Planning Your Stay (Page 2)
- II. Arrival and Departure Procedures (Page 3)
- III. Community Standards (Page 4-5)
- IV. Workplace Safety, Sensitivity, and Inclusion (Page 6-7)
- V. Emergency Procedures and Contact Information (Page 8)
- VI. HBRF Contact Information (Page 9)
- VII. Parking Map (Page 10)
- VIII. Directions to Mirror Lake (Page 11)
- IX. Emergency Contact Form (Page 12)

We ask residents who stay for 7 days or more to submit the Emergency Contact Form (page 12) to Kathryn Holland, HBRF business manager, at manager@hubbardbrookfoundation.org prior to arrival. You can also mail the form to Kathryn at: HBRF, 30 Pleasant Street, Woodstock, VT 05091. The form can also be found online, at the end of the HBRF training module.

Please don't hesitate to contact me if you need help with anything during your stay. Thank you in advance for your cooperation. Enjoy your stay!

Sincerely,

A handwritten signature in black ink, appearing to read "Hannah Vollmer".

Hannah Vollmer
Facilities Manager
Cell: 603-481-0392
Email: hvollmer@hubbardbrookfoundation.org

PLANNING YOUR STAY

All reservations for stays at Mirror Lake should be made in advance through the Hubbard Brook Research Foundation by your visiting institution or by you directly. All guests are subject to the same facility rules and procedures.

- **Room Assignment.** Communicate with your project coordinator or with Kathryn Holland in advance to receive your housing and room assignment. Once you have received your unit and room/bed assignment, do not move to another room (**even if there seems to be space to spread out**). Roommates are scheduled to come in and out over the course of the summer. Contact Kathryn Holland if you have a concern about your room assignment. Communicate with your roommate in advance to coordinate your needs.
- **Packing.** Housing units at Mirror Lake include 3 or 4 shared bedrooms, 2 bathrooms, and one common kitchen per unit. They are furnished and stocked with basic kitchen and living accessories including major and small appliances (e.g., toasters, plates, pots and pans, cups, and cutlery). Please bring your own sheets, blankets, towels, and toiletries. Bring linens for a single bed. Please do not use linens that are in HBRF storage, unless you have the facility manager's permission. We are located on Mirror Lake, which is great for swimming; so don't forget your bathing suit! There is a washer and dryer in each unit for your use. We encourage you to save energy by hanging towels and clothing to air dry. Please do not bring or use dish or clothes detergents containing phosphates.
- **Driving.** Parking is limited at Mirror Lake. Consider carpooling to save space and fuel.
- **Driving Directions.** Cell phone service is spotty in the White Mountains and at Mirror Lake. We recommend printing directions in advance or saving the directions on your mobile device. Navigate to your unit #, Hamlet Drive, North Woodstock, NH 03262. Basic driving directions are provided at the end of this document.
- **Internet.** Wi-Fi is available to researchers at Mirror Lake but speed fluctuates according to the volume of users. Login information is on page 8.

MAILING ADDRESSES

Regular mail USPS:
Your name
Your unit # Hamlet Drive
North Woodstock, NH, 03262

Large packages, FedEx:
Your name
c/o Pleasant View Farm
25 Dobson Hill Road
Thornton, NH 03285

You will need to pick up your package at PVF

ARRIVAL AND DEPARTURE PROCEDURES

All guests check themselves in and out independently. Please follow the instructions below to ensure a smooth and easy arrival and departure process. Contact our Kathryn Holland, HBRF business manager if you have any questions.

- **Arrival.** Your unit and room numbers will have been assigned in advance.
- **Door Lock Codes.** All units are locked and will require a keyless code for entry. You should receive your code prior to or upon your arrival. Contact Hannah Vollmer, facility manager, if you do not know your code.
- **Parking.** Parking at Mirror Lake is limited. Park in the designated parking area according to your unit (refer to Parking Map on page 10). Please do not block other vehicles.
- **Personal Property.** Please know that any items you bring to Hubbard Brook are your responsibility. HBRF is in no way responsible for lost, missing, stolen, or damaged items.
- **Maintenance Access.** Maintenance staff is allowed access at all times to common areas for occasional and routine maintenance (e.g., kitchens, living rooms, porches). Tenants will be notified beforehand, by email, if access to personal space (e.g. bedroom) is needed for repairs or maintenance.
- **Departure.** Before departing, please do the following:
 1. **Cleaning.** Please leave the space the way you found it. Individuals who do not clean before they leave may be subject to a \$50 cleaning fee. Communal areas should be cleaned on a regular basis. Please make sure that communal areas are clean before you depart. Dishes should be washed and bathrooms should be clean. Outdoor areas should be kept tidy.
 2. **Truck-in, Truck-out.** Please do not leave anything behind in the units. This includes food you may have bought and bathroom supplies.
 3. **Trash.** Trash and recycling should be brought to the dumpsters on Hamlet Drive on a regular basis throughout your stay. The single-stream recycling dumpster is for unbagged and unsoiled (no food waste) paper, cardboard, magazines, plastic bottles and containers, glass bottles and jars, and metal cans. All other (non-toxic) materials are to be deposited in the trash dumpster. Please make sure to take all trash and recycling to the dumpsters before you leave.
 4. **Duration.** Confirm your departure date with your project coordinator and Kathryn Holland, HBRF manager.

COMMUNITY STANDARDS

The Mirror Lake campus is located within a small community of permanent residents, vacationers, and day-use visitors who value the privilege of enjoying the many special qualities of Mirror Lake. Please be respectful of your neighbors and visitors. We depend on you, your project coordinators, and your peers to hold one another accountable to Hubbard Brook's high community standards. Thank you in advance for your cooperation!

- **No Minors.** Minors are not allowed to stay at any Mirror Lake properties without a parent or guardian.
- **No smoking in HBRF facilities.** Smoking is only allowed outside, away from buildings, be sure to safely dispose of all smoking materials.
- **No pets.** Residents may not keep pets of any kind during their stay at Mirror Lake.
- **Never leave food out.** In order to minimize rodents, insects, and other wild pests, no food or food waste should be left out for any period of time. No perishables should be left in the units when vacated. Refrigerators and freezers should be emptied and cleaned as needed. Recyclables should be rinsed, and deposited in recycling bins located on Hamlet Drive. Please do not place recycling in plastic bags; deposit recyclables directly into the recycling bin. Trash should be bagged and placed in the dumpster, also located on Hamlet Drive.
- **Under-age drinking is strictly prohibited.** Consumption or possession of alcohol by anyone under the age of 21 is a criminal offense in New Hampshire, as is providing or purchasing alcohol for minors.
- **Swim at your own risk.** Swimming and non-motorized water sports are at your own risk. There are no lifeguards at the beach. It is advisable to never swim alone, especially at night. Life vests are required by New Hampshire law when boating. Parents should always accompany children by the water.
- **Do not tamper with alarm systems.** Fire, smoke, and carbon monoxide detectors have been installed in the units for your safety and must not be tampered with or deactivated. The facility manager, Hannah Vollmer, should be notified immediately if there is an alarm malfunction.
- **No fires indoors.** Interior fireplaces are not to be used. Feel free to use the outdoor, communal fire pit next to the lake.
- **Grilling.** Gas grills located on the property are for communal use. Users must clean them and take care to turn the gas off after each use.
- **No guests.** Overnight guests without reservations cannot be accommodated.
 - **Dispute arbitration.** Disagreements related to non-criminal behavior are to be resolved according to your project's chain of command (i.e., reported to crew leader then principal investigator, on up the chain). Acting as landlord, HBRF can adjust housing adjustments, including eviction for disruptive behavior. Criminal behavior, including harassment, should be reported to your supervisor and local authorities for immediate response (see Hubbard Brook's policy on workplace safety, sensitivity, and inclusion below).
- **Regular cleaning.** Housemates are expected to designate a schedule for thoroughly cleaning units at least once per week.
- **Quiet hours.** 9 p.m. – 8 a.m. Please respect the work schedules of other field crews by observing quiet hours. Some field work requires regularly waking before dawn.

- **Damage.** Let Hannah Vollmer, facility manager, know if anything is broken or damaged in the units, including dishes, so that they can be replaced and/or fixed. You or your institution are expected to pay for damages not due to regular wear and tear.
- **Please help to conserve energy.** Turn off unnecessary lights. Turn thermostats down or off when heat is not required. If you wash and dry clothing, sheets or towels, use cold water, and use dryers sparingly.

SHORELAND PROTECTION GUIDELINES FROM THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES

Mirror Lake is protected under the Shoreland Water Quality Protection Act. Information provided below is intended to inform Mirror Lake residents and to ensure that activities comply with minimum standards, set forth by the State.

- Do not bathe, shampoo, or wash boats, pets, or other objects in the lake.
- Check all home cleansing products to make sure they say “phosphate free.”
- Do not use fertilizer within 30 feet of the lake.
- Do not feed ducks or other aquatic organisms.
- The New Hampshire Pesticide Control Board rules prohibits the use of pesticides within 25 feet of any surface water or in any manner that would result in the presence of pesticides within 25 feet of the reference line in protected shorelands (Pes 1001.02). Pesticide and herbicide applications can be applied by a licensed applicator only.

For more information, visit: <http://des.nh.gov/organization/commissioner/pip/factsheets/sp/>

Thanks for keeping Mirror Lake healthy!

WORKPLACE SAFETY, SENSITIVITY, AND INCLUSION AT THE HUBBARD BROOK

Our Shared Commitment to Preventing, Detecting, and Addressing Harassment and Other Barriers to a Productive and Positive Environment for Working, Living, and Studying

Statement for personnel managers

Management and legal responsibilities related to workplace sensitivity training and interpersonal workplace conflicts, including harassment, are established on the basis of employment. Regardless of the work setting, it is the responsibility of the employer to insure that staff/students are able to enjoy a safe, respectful, and inclusive workplace. It is the employer's responsibility to intervene in order to resolve ongoing interpersonal workplace conflicts involving staff/students. Additionally, the location of the incident or conflict (e.g., USFS HBEF, HBRF Mirror Lake hamlets, PVF dormitory) gives the owner/operator of the facility the authority to determine whether a disruptive site-user or renter should be asked to leave.

Criminal behavior requires immediate action.

Each organizational unit at Hubbard Brook (HBEF, HBRF, HBES Cooperators, HB LTER) is responsible for training personnel and ensuring that staff/students have read and understand the workplace sensitivity policies of their home institutions.

As a community at Hubbard Brook, we can contribute to coordinated, responsible supervision through shared training resources, a clear understanding of responsibility, and good communication.

Statement to the general Hubbard Brook community

Our goal at Hubbard Brook is to create a vibrant, inclusive work environment that is safe and free of harassment and other forms of discrimination. All staff/students are expected to conduct their work with sensitivity to others and in consideration of any barriers that might limit a colleague's ability to work across the full range of his or her tasks. Sensitivity and respect are the foundation of an inclusive work environment. Good communication with one another and with managers that raises awareness is essential to preventing many interpersonal conflicts that affect an employee's ability to thrive at work.

Anyone who feels that he or she has been harassed or experienced discrimination in any way or who has witnessed harassment is encouraged to discuss the incident or behavior with a colleague or supervisor or the home institution's Human Resource or Title IX office. (see mandatory reporting policy below). In the event that an employee is being harassed by his or her direct supervisor, the employee is advised to report the issue to the supervisor's manager or a colleague. Facility owners/operators also have the authority to evict renters or site-users if their behavior is generally disruptive.

At Hubbard Brook, students and employees from cooperating universities are subject to the workplace sensitivity and harassment policies of their home institutions. The following file contains links to the harassment policies of Hubbard Brook cooperators. The file also includes up-to-date contact information for crew leaders, principal investigators, managers, and other Hubbard Brook cooperators from participating institutions. All supervisors at Hubbard Brook are considered mandatory reporters, required by law to actively address issues of harassment. The lines of reporting as well as institutional policies are listed in this Google sheet:

https://docs.google.com/spreadsheets/d/1V2ZaLhXULpSRsM_w4Vr8_Iu9wNr5eR7HS0orFzCUgEE/edit?usp=sharing

The definition of harassment according to the U.S. Equal Opportunity Employment Commission can be found here: <https://www.eeoc.gov/laws/types/harassment.cfm>

Mandatory Reporters

As a training institution and recipient of federal funding, Hubbard Brook is subject by federal law to mandatory reporting policies as set forth in Title IX. All “responsible employees” (i.e., personnel managers) are required to take action and to report incidents of harassment.

Awareness of Surroundings

Awareness and good judgement are keys to protecting safety and privacy. Be on the lookout for suspicious electronic devices that seem out of place and in locations where there is an expectation of privacy. If you are concerned about an unusually placed device, please unplug/remove the device and notify your direct supervisor immediately.

EMERGENCY PROCEDURES
IMPORTANT LOCAL TELEPHONE NUMBERS

PLEASE PRINT THIS PAGE FOR YOUR RECORDS.

EMERGENCY—Police/Fire/Ambulance	911 (See below)
Thornton, NH Police Department	603-726-3871
Woodstock, NH Police Department	603-745-8700
Thornton, NH Fire Department	603-726-3300
Woodstock, NH Fire Department	603-745-3521
Medcheck Urgent Care (Plymouth, NH)	603-481-8787
Speare Memorial Hospital (Plymouth, NH)	603-536-1120
Hannah Vollmer, HBRF Facility Manager	603-481-0392 (Cell)
Gabe Winant, HBRF Field & Maintenance Technician	603- 348-3781 (Cell)
USFS Building (Pierce Lab)	603-726-8902
Kathryn Holland, Business Manager	802-432-1042 (Office)
Kathryn Holland, Business Manager	603-372-2096 (Cell)

- ✓ **If you smell gas from a propane appliance**, open windows and doors and contact Hannah immediately, day or night. Never attempt to repair a malfunctioning propane appliance.
- ✓ **In a medical, fire, or personal safety emergency, call 911.** The address to give is your unit # at Hamlet Drive, Woodstock, NH 03262 (i.e., #30 Hamlet Drive, Woodstock, NH, 03262). In case of fire, completely evacuate your building immediately, and alert the occupants of all nearby units. Do not stop to remove any belongings.

WIRELESS LOGIN

Wi-Fi is available throughout the campus.
Network: **HBRFhamlets**
Password: **abc1234567**

MIRROR LAKE CAMPUS CONTACT INFORMATION

- ✓ For questions, suggestions, or concerns related to your rental reservations, please contact:

Kathryn Holland (manager@hubbardbrookfoundation.org)

- ✓ For questions or concerns about the condition of your unit, help with a lockout, repair request, maintenance issues, instructions on the use of equipment or appliances, please contact Hannah Vollmer, HBRF Facility Manager, whenever possible during normal business hours by telephone or email:

Hannah Vollmer

Cell: 603-481-0392

hvollmer@hubbardbrookfoundation.org

Hannah will respond as quickly as time and her part-time work schedule permit.

If the facility manager, Hannah Vollmer, is not available, contact Gabe Winant, part-time field and maintenance technician, for unresolved maintenance issues or facility suggestions:

Gabe Winant

Cell: 603-348-3781

gwinant@hubbardbrookfoundation.org

PARKING MAP FOR MIRROR LAKE COTTAGES



Unit #30- Parking spaces 19-22
Unit #28A- Parking spaces 16-18
Unit #28B- Parking spaces 13-15
Unit #26- Parking spaces 10-12

Unit #22- Parking spaces 1-3
Unit #24- Parking spaces 4-5
Unit #20- Parking spaces 6-9
Unit #19- Parking spaces 23-25

DRIVING DIRECTIONS
HBRF CAMPUS ON MIRROR LAKE
Woodstock, NH

From I-93

1. Take I-93 to exit 30.
2. At the bottom of the exit ramp turn right onto Route 3 South. Travel 1.1 miles (coming from the south) or 1.5 miles (coming from the north) to Mirror Lake Road on right.
3. Turn right onto Mirror Lake Road. There is a small sign for “Hubbard Brook Experimental Forest” here. Proceed along Mirror Lake Road for about $\frac{3}{4}$ mile passing Dobson Hill road on right (which leads to HBRF’s Pleasant View Farm) and the public beach.
4. Take right onto Hamlet Road, which leads to HBRF’s Likens Conservation Campus on Mirror Lake.

From Airports

From Boston’s Logan Airport: Proceed out of airport following to I-93 North. Stay on I-93 north all the way to Exit 30 in New Hampshire. Follow directions above.

Travel time: About 2 hours and 20 minutes

From Manchester, NH Airport: Depart Airport Road. Keep right to stay on Airport Road. Keep Straight onto Rt-3A/Brown Ave. Take ramp right for I-293 South/Rte-101 East toward Concord/Portsmouth/Salem. Follow signs for I-93 North. Follow I-93 North all the way to Exit 30. Follow directions above.

Travel time: About 1 hour and 20 minutes

HBRF EMERGENCY CONTACT INFORMATION FORM
(REQUIRED FOR ANYONE STAYING ONE WEEK OR LONGER)

PLEASE COMPLETE PRIOR TO ARRIVAL AND MAIL OR EMAIL TO:
KATHRYN HOLLAND, HBRF BUSINESS MANAGER
HBRF
30 PLEASANT STREET
WOODSTOCK, VT 05091
(manager@hubbardbrookfoundation.org)

Required information:

Name _____ Date of Birth _____

Permanent Address _____

Cell Phone # _____ Email Address _____

Person(s) to Contact in an Emergency _____

Relationship _____

Daytime Phone # _____ Evening/Weekend Phone # _____

Cell Phone # _____ Other (please specify) _____

Optional information:

Please provide important information about your health or medical condition (e.g., allergies).
