

**STRATHAM PARKS AND RECREATION**  
**REPORT TO THE BOARD OF SELECTMEN**

*May 22<sup>nd</sup>, 2017*

**Business**

Stratham Hill Park

- Water line replacement, update
- Bathrooms, water and hand dryers
- Events
- Ball Field Renovations
- Liberty Mutual, Serve with Liberty

Stevens Park

- Rebound Wall- Tennis Court
- Damage to Soccer field
- Sponsorship Banners

Youth Sports

- Baseball/ Softball
- Soccer
- Basketball

Administrative/ Programming

- Park Ranger Assistant, New Hire
- Summer Camp Staff, Seasonal Hires
- Eagle Scout Projects, protocol
- Events at Stratham Hill Park
- Foxwoods
- Trail Running Series

Other

- Gifford House, tenants requested items

# Maintenance Items at SHP

updated 4/24/2017 1:13pm

MARK COMPLETE	Tasks	Group	Date	Location	Material Needed	Action Items
	Removed staples and paint trim on front pavilion		2-May	Front Pavilion	paint, brushes, needle nose pliers	
	Paint picnic tables @ front pavilion		2-May	Front Pavilion	paint & brushes	
	clean out gardens near SHP rock		2-May	Front Pavilion	rakes, wheelbarrows	
	Ice rink - wash & dry liner, pull & wash boards, clean braces and store all items in shed		2-May	Ice Rink	dish washing gloves, detergent, sponges	
	Clean out and organize ranger shop		2-May	Scamman	shelving units from Loews, label maker & tape	Look around Loews for shelving units (CAF)
	Paint picnic tables @ scamman		2-May	Scamman	paint & brushes	
	Scamman playground - dig out wood chips, down one foot, add boards and fresh wood chips (40x45)		2-May	Scamman	shovels, wheelbarrows, hammers (40x45)	Borrow shovels and wheelbarrows from Colin, order Exeter Lumber (pressure treated 4x6) & rebar] & Wood chips
	Stain fence		3-May	Jack Rabbit	stain, brushes	
	Lower field playground - dig out wood chips down one foot, add boards and fresh wood chips		3-May	Lower Field	shovels, wheelbarrows, hammers	Borrow shovels and wheelbarrows from Colin, order Exeter Lumber & Wood chips (SH)
	Clean dead wood and leaves from fence line near 4H pavilion		9-May	4H pavilion		
	Rake out tree line in outfield of lower baseball field		9-May	Baseball	rakes,	Ask Colin - Suck up piles
	Baseball field cleanup /	Liberty	9-May	Baseball		
	Paint pump house		9-May	Front Pavilion	paint & brushes	
	Concrete footings for grills at Front Pav		9-May	Front Pavilion	sonotube, concrete ready mix	
	drag trees on fire tower access road into the woods		9-May	Scamman		
	Fill in ruts on access road from Scamman Pav to Jack Rabbit		9-May	Scamman	dirt, shovels	
	Paint electric hut		9-May	unfenced field	paint & brushes	
	Remove gutter at 4H barn	Seth		4H barn		
	plant flowers in beds near SHP rock	Cantrece		Front Pavilion		
	plant flowers in whiskey barrels (2)	Cantrece		Front Pavilion		
	Cleanup herb garden	Cantrece		Front Pavilion		
	Remove two magnolia trees and dispose of waste.			Front Pavilion		tt Colin
	plant flowers in whiskey barrels (2)	Cantrece		Scamman		

Summer Staff Wages

2017

Budgeted \$ 25,000.00  
Requested \$ 24,816.98  
\$ 183.02

		Hourly	Hours	Total	
Director	Erica McCluskey	Salary	Salary	\$ 4,500.00	
Assistant Director	Matthew McCabe	Salary	Salary	\$ 3,000.00	
CIT Director	Emma Walsh	Salary	Salary	\$ 2,600.00	
Junior Counselor - Stipend	Dianna Sullivan	\$ 500.00	1	\$ 500.00	
Junior Counselor - Stipend	Autumn Agri	\$ 500.00	1	\$ 500.00	
Staff - Group 1	Nick Tossati	\$ 7.75	193	\$ 1,495.75	
Staff - Group 2	Griffin Richards	\$ 7.25	193	\$ 1,399.25	
Staff - Group 3	Jack Guida	\$ 8.00	193	\$ 1,544.00	
Staff - Group 4	Ben Coate	\$ 8.00	193	\$ 1,544.00	
Staff - Group 5	Leah Burns	\$ 7.25	193	\$ 1,399.25	
Staff - Group 6	Riley Griem	\$ 7.25	193	\$ 1,399.25	
Counselor - Floater	Alex Kelley	\$ 7.25	193	\$ 1,399.25	
Counselor: Part-time (3 days)	John Gorman	\$ 700.00	1	\$ 700.00	
Total				\$ 21,980.75	\$ 2,836.23

Payroll Taxes

Total # of weeks of camp	5	Total Days	25			
Days per week	5					
Hours per day	7	Total hrs/5 wks	175			
Staff training hours	14	Total Training	14			
Staff Meetings	5					

Total Summer Hour 194



May 22, 2017

Request to Hire

The Stratham Parks and Recreation Department is requesting the approval of the Board of Selectmen to hire Mr. John Dodge for position of Park Ranger Assistant. The Park Ranger Assistant is a part time seasonal position. Based on Mr. Dodge's qualifications, the Department is requesting an hourly rate of \$15.50 per hour. Mr. Dodge will not exceed 30 hours per week. Mr. Dodge will start work after June 1<sup>st</sup>, 2017 based on his retirement schedule with the State of New Hampshire.

Application attached.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "S Hickey", is written over the printed name.

Seth Hickey

Parks and Recreation Director

## **JOB TITLE: PARK RANGER**

**DRAFT**

**BRIEF JOB DESCRIPTION:** Under the general supervision of the Parks & Recreation Director, this position is responsible for performing a variety of administrative, supervisory, and semi-skilled tasks in the maintenance and operation of Stratham Hill Park.

This includes but is not limited to the general maintenance, upkeep, & improvements of buildings and related structures, park grounds, open spaces, forests, recreational structures and trail system.

**SUPERVISION:** The Park Ranger directly reports to the Parks & Recreation Director.

**EMPLOYMENT STATUS:** Full-time salaried offering compensatory time off depending on need. Some night & weekend work required.

**DUTIES AND RESPONSIBILITIES:** Although the position is not necessarily limited to the following, performance of these types of duties/responsibilities is required. The following is intended to be illustrative of the expected tasks/functions for the position as described:

- Maintain the general appearance and cleanliness of Stratham Hill Park.  
  
Maintain the grounds including but not limited to lawns, landscaping, plantings, flowerbeds, playground equipment, fixtures, playing fields, etc. in a safe and esthetically pleasing manner. This would include but not be limited to mowing, raking, spreading mulch, planting flowers, pruning, weeding, trimming, leaf removal, and watering of grass, plants and shrubs areas as necessary.
- Empty all trash receptacles as necessary, pick up litter, and dispose of materials appropriately.
- Monitor the equipment and building components and alert supervisor to problems, improvements, and/or preventive actions. Oversee the repair and service all Park related equipment.
- Monitor and clean rest rooms on a daily basis. Bathrooms must be kept clean and sanitary at all times. To include but not limited to cleaning the toilets, sinks and floors daily (May- October).
- Maintain illumination and safety equipment associated with each building, recreational area, and/or open space.
- Perform routine exterior maintenance and repairs, to include painting and general carpentry at each building
- Remove snow, and/or ice from walkways, entrances, driveways, and parking lots (main lot and Jack Rabbit) with a Town vehicle equipped with plow and sand/ salt spreader within one hour of a snow event

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- Remove snow from and rotary brush the ice skating rink within two hours of a snow event (ice must be 2" thick)
  - Resurface ice skating rink after 9 PM as directed by the Recreation Director
- Groom trails with snowmobile within four hours of a snow event (> 6" of snow)
- Maintain an inventory of all supplies and equipment related to the operation of Park
- Short errands may be required to pick up and drop off equipment and supplies
- Respond to emergency conditions at the Park within two (2) hours of notice or make alternative arrangements to fulfill this responsibility.
  - Carry/ respond with cell phone at all times (May- October) 24 hours a day/ 7 days a week
  - Carry/ respond with cell phone 8 AM – 4 PM (November-April)
    - Response time measured from first call received
  - Cell phone number will be available and posted for public correspondences
- Order supplies and equipment as necessary in the operation of the Park in a cost effective manner within budgeted amounts.
- Obtain, arrange, schedule, assist, and/or monitor outside contractors to perform inspections, tests, and repairs as needed in a cost effective manner.
- Maintains records and schedules of all inspections, tests, and daily repairs performed at the Park.
  - Equipment repair
  - Septic pumping
  - Fertilizer/ pesticide
  - Public Water System, seasonal shut down and monthly testing
- Assure the appropriate level of security throughout the Park. Report all suspicious activity to the Stratham Police and Recreation Director
- Assist with volunteer efforts at the Park
  - Conservation Commission Annual Clean up
  - Stratham Fair Set Up and Clean up
  - Boy Scout Projects
    - Includes ongoing maintenance of such projects once completed
- Act as the liaison for all large group events (more than 100 people) or as assigned by the Recreation Director (youth athletics)
  - Meet with the coordinator for the event at least two week prior

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- Be on site for the duration of the event, assist with event related issues as it pertains to the facility
  - Assist members in gaining access to building and/or structures while using the Park as approved by the Board of Selectmen
- Maintain the Stratham Hill Park Trail System. All tree limbs & bushes should be cut back so that none are over hanging trails. Trails must be free of all debris.
- Manage the open and forested areas of the Park and Town Forest in a manner that will insure their beneficial use and enjoyment by the public.
  - Construction/ repair of bridges
  - Improvements to trail drainage
  - Marking of trails (blaze)/ property line (No Hunting) with proper signage
- Must be able to perform diverse programming functions as they relate the field of recreation and parks services.
  - Assist in the coordination and implementation of winter activities at the Park
    - Snowshoeing and Nordic events, fat biking rentals, pond hockey tournaments
  - Assist in winter program related activities offered by the Department
    - Youth and family ski trips
    - Vacation programs, events and activities
- Attend all Stratham Hill Park Association meetings
- Maintain membership of the Fair Committee and attend all meetings
- Assist in the preparing and presenting of the comprehensive annual budget for the maintenance and operation of the Park at designated times
- Act to prevent immediate damage, waste or ruin to any Town property and assist in determining permanent corrective action
- Act to prevent personal injury from occurring on any Town property
- Perform other duties, as assigned, to insure the proper operation and maintenance of the Park and other surrounding Town owned properties
- Assist other departments with various projects as assigned

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:** The position requires a person in a wide variety of weather conditions to lift and carry objects up to 50 pounds; to have a full range of movement for reaching, climbing, and crouching; dexterity to operate standard cleaning and

## **JOB TITLE: PARK RANGER**

maintenance equipment and hand tools; ability to drive a motor vehicle and pass the medical requirements for a commercial driver's license (CDL); cognitive and sensory ability to effectively communicate with supervisor, coworkers, and the general public, and to effectively monitor and evaluate one's surroundings.

**SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES:** A person in this position will possess the following:

- Minimum of a High School diploma/G.E.D.
- One to two years of professional experience in facility maintenance/management.
- Possession or the ability to obtain & maintain a Commercial Driver's License, within six months of employment
  - Maintain license during tenure of employment
- Public Water Systems Certification, within six months of employment
  - Maintain certification during tenure of employment
- Licensed by the State of New Hampshire as a Pesticide Applicator (not for hire) Supervisor, within six months of employment
  - Maintain certification during tenure of employment
- Experience in small engine repair
- Experience in lawn equipment maintenance and repair
- Ability to establish and maintain effective working relationship with other town employees and the general public. Promote and maintain positive community relations as a representative of the Parks and Recreation Department
- Ability to follow oral and written instructions
- Ability to articulate and enforce policies regarding the use of Town property while adhering to same. Demonstrate ability to use good judgment in the absence of policy directives.
  - As deputized by the Stratham Police Department Chief of Police, write summons for Parking and Dog infractions at Town Property while on duty
- Must be able to work with initiative and with little or no supervision at times
- Ability to identify, through observation, to communicate, and to initiate suggestions and/or options.



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- Experience in electrical and plumbing trades are desirable.
- Must be alert and extremely safety conscious, and exercise caution and sound judgment when operating all equipment.
- Ability to prioritize and to meet deadlines.
- Ability to focus on many items simultaneously and/or in sequence.

**COMPENSATION:** Salary range is between \$42,000 to \$54,000 per year depending on qualifications, education, and/or experience.

REV. 4/25/17