



# Wolfeboro Parks and Recreation

## Monthly Activity Report

March 2016

Christine Collins, Director of Parks and Recreation

Spring has decided to come a little early this year! With the warmer temperatures we closed Abenaki a lot earlier than last year. In total Abenaki was open for a total of 61 days for the 2015/2016 Season. We were closed for 16 days during that time and closed a month earlier than last year. We had a total of 3771 visits for the 2015/2016 Season!

Although, we are sad the ski season is over we are excited for spring and all the happenings. We are offering a new program called Give Parents a Break at the Lodge. The lodge is being booked for meeting and programs, along with a few rentals already on the books for the summer. It really is a 4 Season Lodge!

March is a busy month of hockey tournaments at the Pop Whalen Ice Arena. We hosted the Seacoast Hockey Tournament and the She Wolves Women's Hockey Tournament to close out our season.

### Participants by Program

- Abenaki Ski Team, Freestyle: 32
- Abenaki Ski Team, Racing: 27
- Quilter's Retreat: 5
- Girls and Women in Sports Day: 20
- Total program registrations/attendees for March 2016: 84

### Administrative/Program Division

- Weekly Staff meetings
- Weekly Bill Manifest
- Weekly Payroll
- Attended Department Heads meeting
- Interviewed and hired Administrative Assistant
- Oversaw all customer service, operations, ice time sales, scheduling, events and staffing at Pop Whalen Ice Arena.
- Oversaw all customer service, operations, rentals, food service, scheduling, events and staffing at Abenaki Ski Area.
- Coordinated maintenance of Terrain Park with snowmakers and groomers
- Continued summer 2016 program planning and hiring process. Prepared summer program and brochure for publication on April 1.
- Communicated Sailboat Sharing logistics with Brewster Academy and NH Boat Museum.
- Attended Friends of Abenaki Meeting
- Attended Fall Festival Meeting
- Met with another Recreation Department to coordinate Teen Trips
- Attended a Joint Loss Meeting
- Met with Spring Soccer Program Coordinator, planned program logistics.
- Met with Aquatics Director to plan summer season and hiring process
- Attended Joint Loss Committee meeting
- Planned and had Girls and Women in Sports Day

- Met with summer staff about summer plans 2016
- Analyzed Revolving Fund closeout for 2015
- Wrote all Temporary Event permits

## **Capital Projects**

- Had meetings to discuss Tennis Hut replacement
- Coordinated schedule for demolition of Old Abenaki Lodge
- Tracked progress of \$150,000 grant from Land and Water Conservation Fund for Lodge

## **PR and Communications**

- Bi-weekly press releases.
- Bi-weekly email communications to our mailing list
- Updated website with photos, reports and videos. Updated Pop Whalen and Abenaki sites with upcoming season information.
- Maintained Department Facebook page with 1198 members.

## **Maintenance**

- Weekly staff meetings
- Weekly billing
- Weekly ice maintenance
- Weekly fire system serviced (arena)
- Ice out March 22
- Hosted Seacoast Hockey Tournament
- Hosted She Wolves Hockey Tournament
- Daily Arena cleaning, general maintenance
- Weekly Lodge cleaning
- Ordering supplies
- Zamboni & Ice Edger serviced
- Cleaned & Greased new Holland tractor-returned to highway
- Tennis & Pickle ball nets put up
- Blew off all courts, adjusted doors, trash can put out
- Dead and Leaning trees removed from BFP
- Raked around arena
- Removed x-mas lights Cate Park
- Auto Scrubbed Arena floor
- Removing all rubber matting for pressure washing in Arena
- Painting locker rooms, Lobby walls, Office etc.-Arena
- Drained water tank, cleaned water pump filters
- Cleaning, organizing Maintenance shop
- Ski-Works, picked up all Winter Rental gear from Lodge
- Emptying old lodge for removal
- Back dragged Albee Beach parking lot

