



Wolfeboro Parks and Recreation

Monthly Activity Report

August 2017

Christine Collins, Director of Parks and Recreation

We wrapped up many of our summer programs in August as well, with Day Camp, Swim Lessons, Swim Team and Youth Sailing all coming to a close. We had a very successful season with thousands of participants and many great memories made.

Our Granite Man Triathlon celebrated its 36th year! Each year our staff help improve this event. We brought back the popular Smoothie bike and added a few more vendors. We were able to donate a little over \$2000 more than last year towards the scholarship.



Staff and Volunteers at the Granite Man Triathlon making food.

Participants for August Programs

- Archery: 13
- Day Camp: 250
- Golf: 6
- Granite Man Triathlon: 222 individuals, 47 teams, plus spectators
- Karate: 2
- Pickleball: 18
- Sailboat Sharing: 4
- Sailing Lesson, Adult: 5
- Sailing Lessons, Youth: 29
- Sporty Shorties: 9
- Paddleboard: 2
- Swim Lessons, Youth: 89
- Swim Team: 43
- Swimming, Adult Open Water: 4
- Tennis Lessons, Youth: 24
- Tennis Lessons, Adult: 11
- Junior Team Tennis: 3
- Water Aerobics: 12
- Cornhole League: 12
- WREC Crew Teen Adventure Trips: 33
- Total program registrations/attendees for August 2017: 1338

Administrative/Program Division

- Weekly Staff meetings
- Weekly Bill Manifest
- Weekly Payroll
- Friends of Abenaki Meeting
- Employee Appreciation Day Meeting and Planning
- End of the Season Sailing Meeting
- Co-hosted 5th Annual Lake Wentworth Sailing Regatta
- Pop Whalen Ice Arena
 - Continued scheduling fall ice times for Pop Whalen Ice Arena.
 - Sent out Center Ice and Dasher Board marketing info to local businesses.
- Coordinated and oversaw all summer programs and staff.
- Capital Improvement Committee Meeting
- Coordinated Granite Man Triathlon with over 221 individuals and 46 teams.
 - All race registrations and timing
 - Volunteer Coordination
 - Event set up and tear down
- Prepared and submitted Department Budget to Town Manager
- Prepared and submitted Capital Outlay projects to Town Manager
- Budget preparation and pricing

Capital Projects

- Reaching out to contractors for pricing and estimates for Capital Outlays
- New Middleton Road Cemetery
- Planning the 2018 Capital Outlays and CIP

PR and Communications

- Bi-weekly press releases promoting summer events
- Bi-weekly email communications to our mailing list.
- Maintained Department Facebook page.
- Maintained Department Website with current information, pictures, videos, and registration information.

Maintenance

- Weekly staff meeting
- Weekly billing
- Weekly vehicle & equipment serviced
- Weekly property checks
- Weekly mowing/trimming
- Weekly community center check-supplies/trash
- Weekly gas for sailing (chase boats)
- Weekly cemetery mowing/trimming
- Assist with 2018 CIP & Budget requests

- Set up/take down of Granite Man Triathlon
- Set up/take down of Movie Screen
- Raked/picked up debris-Carry Beach
- Replaced sections of wood fence- Carry Beach
- Trimmed low tree limbs- Carry Beach
- Trimmed trees Tournament site
- Pulled 3 dead trees along the Bridge Falls Path and Tournament site
- Front Bay park- trimmed, blew off walk ways
- Removed swim docks at Brewster Beach
- Pressure washed turn boards- stored for winter
- Added $\frac{3}{4}$ stone around Abenaki Timing Hut
- Emptied tennis hut- ready for soccer
- Assisted with set up of Beer Festival
- Sand/paint Ice Hockey goal frames
- Removed dead tree-Cate Park- chipped tree, dug out stump, added loam
- Cleaned and organized Compressor Room, cleaned water tank, purged filter system
- Assist with staking of plots- South Wolfeboro Cemetery
- Raked and removed rocks from lawn- South Wolfeboro Cemetery
- Ordered Granite Post- South Wolfeboro Cemetery
- Rick, Lynn and Travis attended cleaning seminar at KRHS
- Boarded window at Tennis Hut- vandals
- Pruned bushes at the Library