



# Wolfeboro Parks and Recreation

Monthly Activity Report

December 2017

Christine Collins, Director of Parks and Recreation

On December 26, 2017 Abenaki opened for the third season in the new lodge! It was great to see the lodge so busy. Ski Rentals has picked up a lot since we first started.

Pop Whalen Ice and Arts Center is busier everyday as Back Bay Youth Hockey, Kingswood Hockey and Brewster Hockey teams all start their seasons.

We are in the midst of our Budget Season with many hours spent going through the details of the budget with the Selectmen, Town Manager and Finance Director.



Snowmaking at Abenaki!

## Participants for December Programs

- Skate With Santa: 75
- Holiday Ugly Sweater Party: 29
- Karate: 3
- Total program registrations/attendees for December 2017: 107

## Administrative/Program Division

- Weekly Staff meetings
- Weekly Bill Manifest
- Weekly Payroll
- Attended Department Heads meeting
- Pop Whalen Ice and Arts Center
  - Scheduled fall ice times for Pop Whalen Ice and Arts Center
  - Coordinated all scheduling and staffing
  - Daily oversight of operations
- Interviewed and hired staff members for Abenaki Ski Area
- Help organizing events for Last Night in Wolfeboro
- Presented Warrant Articles to Budget Committee
- Attended NH Recreation and Parks Association Meeting
- Met with State Tramway Inspectors, conducted inspection for Abenaki's operating permit
- Renewed Abenaki Insurance
- Planned and Conducted Abenaki Staff Training
  - Indoor operations
  - Outdoor and Ropetow Operations
  - ATV and Snowmobile Use

- Coordinated delivery of Ski Works rental inventory
- Assisted with Opening Day at Abenaki and Winter Vacation Week
- Coordinated details for Abenaki Ski A Thon
  - Press release
  - Registration form
  - Publicity, facebook, etc...

## Capital Projects

- Finishing up all projects from past years and 2017 projects

## PR and Communications

- Bi-weekly press releases promoting fall and winter events
- Bi-weekly email communications to our mailing list
- Maintained Department Facebook page
- Maintained Department Website with current information, pictures, videos, and registration information.
- Distributed Fall/Winter Brochures

## Maintenance

- Weekly Billing
- Weekly Ice Maintenance
- Weekly Fire system purged
- Weekly propane pick up
- Assist with office/tickets/skate rentals
- Daily cleaning in Arena
- Plowing/shoveling as needed
- Completed fall clean up on property's
- Removed Leaf box from one ton
- Installed extra diesel tank on one ton
- Installed extra gas tank on pick-up
- Training new drivers-Arena
- Training winter staff for Abenaki
- Servicing all winter equipment
- Organized Ski lodge
- moved picnic tables to lodge
- Rented extra compressor for snow making-
- Daily grooming
- Groomer repairs
- Started snow making December 11 through December 22<sup>nd</sup>, 2017.
- snowmaking total: 112 hours
- **\*\*\*Abenaki Opened On Time: December 26th! Thank You to Snowmakers: Kevin, Stephen, Andy, Jeremy, Kathy:)**