



# Wolfeboro Parks and Recreation

Monthly Activity Report

June 2016

Christine Collins, Director of Parks and Recreation



Day Camp staff helping to sell concessions at Summer Kick Off.

June is the official start of our Summer Season. We are busy hiring and training 40+ summer staff, maintaining all of our properties, and managing capital projects.

We had a great day at our Annual Summer Kick Off Day! It is the official day that the beaches open and counselors and lifeguards plan games and sell concessions.

We completed some small capital projects in June: we had an eagle scout and volunteers built the new Tennis Hut and we replaced the ceiling tiles and floor mats at Pop Whalen Ice Arena.

## Participants for June Programs

- Archery Camp: 17
- CPR: 35
- First Aid: 29
- Granite State Track and Field: 39
- Lifeguard Training: 4
- Golf: 10
- Karate: 4
- Movies in the Park: 200+
- Pickle Ball: 12
- Sailboat Sharing: 6
- Sailing Lesson, Adult: 3
- Sailing Lessons, Youth: 18
- Stand Up Paddleboard Camp: 1
- Summer Kickoff Beach Party: 150+
- Swim Team: 47
- Tennis Lessons, Youth: 19
- Tennis Lessons, Adult: 19
- Total program registrations/attendees for June 2016: 613



Summer Kick Off games at Brewster Beach.

## **Administrative/Program Division**

- Weekly Staff meetings
- Weekly Bill Manifest
- Weekly Payroll
- Attended Department Heads meeting
- Pop Whalen Ice Arena
  - Met with curling group concerning use of Pop Whalen Arena in fall.
  - Continued scheduling fall ice times for Pop Whalen Ice Arena.
  - Set rink rates for selectmen approval
- Coordinated and oversaw all summer programs and staff.
- Assisted with Summer staff training schedule
- Met with contractor concerning wall and bench reconstruction at Cate Park
- Met with Athletic Directors at Kingswood High School and Brewster concerning Hockey schedule.
- Coordinated 4<sup>th</sup> of July Details with Brewster Academy staff.
- Coordinated weekly service projects for Thai Scholars program (Brewster Academy).
- Coordinated bi-weekly Movies in the Park Program at Foss Field.
- Coordinated Summer Kickoff Beach Party at Brewster Beach with over 150 participants
- Coordinated boat mooring permit, insurance, and Brewster Academy mooring use for Sailboat Sharing Program
- Attended Senior Center Board Meeting
- Attended SKI NH Annual Meeting
- Coordinated 2 public CPR courses.
- Set Annual Department Goals
- Coordinated and assisted with Granite State Regional and State Track Meets
- Meet and Greet for Day Camp
- Collected and organized all Day Camp emergency and field trip forms

## **Capital Projects**

- Abenaki Ski Lodge
  - Reached out to Grant committee to let them know about the Timing/Storage Shed proposal at Abenaki
- Met with and had vendor complete ceiling tiles at Pop Whalen Ice Arena
- Met with Jim Rogers to discuss unfinished projects at Clark House
- Met with Eagle Scout and volunteers about Tennis Hut project. Have a call into electrician and will be done in July
- Met with architect for design for Foss Field Replacement Hut

## **PR and Communications**

- Bi-weekly press releases promoting spring and 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.
- Distributed Summer Brochures

## **Maintenance**

- Weekly staff meeting
- Weekly billing
- Weekly recycling
- Weekly vehicle & equipment serviced
- Weekly property checks
- Weekly mowing/trimming
- Repaired Lane lines for swim team
- Put all picnic tables at parks and beaches
- Installed swim docks at Brewster Beach
- Put out all swim lines at 3 beaches
- 2 AC units installed at Community Center
- Beach clean-up from debris floating in
- All beaches set up- boats, tables, guard towers, washed out bath houses, raked beaches, trash barrels out, supplies to all facilities
- Installed new movie sign--Foss Field
- Repaired/painted all picnic tables
- Abenaki- mowed, trimmed
- Weeded municipal parking lot islands
- Weekly mowing/trimming of properties
- Weekly cemetery maintenance
- Weekly cleaning of Albee bathhouse
- Large trailer to garage for repairs
- Painted interior of Brewster and Carry Bathhouses
- Weekly watering of new trees at Clark Park
- Cleanup of old sheet metal to dump
- Refilled doggy bags
- Replaced soap dispenser at Community Center in ladies room
- Hedges trimmed at Clark Park
- Edged and weeded trees at Library, Public Safety Building and Libby Museum