



Wolfeboro Parks and Recreation

Monthly Activity Report

October 2017

Christine Collins, Director of Parks and Recreation

Pop Whalen Ice Arena opened on October 14, 2017 with a full schedule of lap skating, stick practices and public skating. We have all of our customers booked for the season, including for the second year the Curling League.



Center Ice to Pop Whalen Arena 2017!

Participants for October Programs

- Field Hockey: 29
- Halloween Skating Party: 100
- Babysitting Safe Sitter: 15
- Fall Golf: 11
- Karate: 3
- Soccer, Fall Youth: 125
- Total program registrations/attendees for October 2017: 283

Administrative/Program Division

- Weekly Staff meetings
- Weekly Bill Manifest
- Weekly Payroll
- Attended Department Heads meeting
- Pop Whalen Ice Arena
 - Coordinated annual opening of Arena on October 14, 2017
 - Scheduled fall ice times for Pop Whalen Ice Arena.
 - Received Dasher Board marketing info to local businesses.
- Coordinated and oversaw all fall programs and staff.
 - Soccer and Field Hockey programs very busy with 197 registrants
- Met with sprinkler system inspector
- Distributed Fall/Winter Spring Brochure
 - Started accepting registrations for fall and winter events October 1.
- Annual Performance Reviews for all year-round staff
- Trained Pop Whalen Staff
- Attended NH Recreation and Parks Association State Conference
- Met with Selectmen about 2017 Budget and Capital Projects Review
- Met with Budget Committee about 2017 Budget and Capital Projects Review
- Interviewed and hired staff members for Abenaki Ski Area
- Hosted ski fitting for seasonal ski rentals
- Met with Wolfeboro restroom committee

- Pickle ball meeting about requests for next year
- Special Events Meeting

Capital Projects

- Completing outstanding Capital Outlay projects from previous director
- Researching current Capital Outlay projects for 2018

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

- Assisted with Budget/Capital improvement projects
- Weekly billing
- Weekly property checks
- Weekly lining soccer field
- Weekly propane pick up (Arena)
- Weekly mowing/trimming of all properties
- Daily cleaning in Arena
- Daily Ice maintenance
- Daily cleaning Allen A Bath House (open until the end of October)
- Closed up Carry and Brewster Beach
- Removed trash can from beaches
- Pressure washed trash cans- put in Arena
- All Arena equipment serviced, compressors, water pumps and the Ice resurfer
- Pop Whalen opened October 14th, 2017
- Installed ice
- Assisted contractor with painting ice
- Worked with Recco, solving compressor issues
- Moved soccer nets to Foss Field and The Nick
- Soccer nets removed for winter storage
- Monitored ticket sales front office (arena)
- Closed up Allen A beach
- Moved picnic tables to winter storage area
- Installed leaf box on 1 ton truck
- AC units pulled from front office and community center
- Service begins on Groomer
- Arena Fire system inspected
- All PR facility's- fire extinguishers inspected

- Moved program supplies to maintenance mezzanine
- Emptied Tennis hut supplies
- Training for Zamboni driver
- Abenaki- Main hill mowed