



Wolfeboro Parks and Recreation

Monthly Activity Report

October 2018

Christine Collins, Director of Parks and Recreation

Pop Whalen Ice Arena opened on October 13, 2018 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 2018!

Participants for October Programs

- Field Hockey: 33
- Halloween Skating Party: 50
- Babysitting Safe Sitter: 6
- Fall Golf: 21
- Pro Skills Hockey Clinic: 10
- Karate: 2
- Soccer, Fall Youth: 80
- Total program registrations/attendees for October 2018: 202

Administrative/Program Division

- Weekly Bill Manifest
- Weekly Payroll
- Attended Department Heads meeting
- Pop Whalen Ice Arena
 - Coordinated annual opening of Arena on October 13, 2018
 - 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
- 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
- Sailboat Share Meeting
- Pro Skills Clinic Meeting
- Clark Complex Meeting with Historical Society
- Abenaki Ski Hill Meeting
- Turkey Trot Prep
- Abenaki Prep

- Pop Whalen Prep
- Capital Meeting- Pop Whalen Ice and Arts Center
- Attended NH Recreation and Parks Association State Conference
- Met with Selectmen about 2019 Budget and Capital Projects Review
- Hosted ski fitting for seasonal ski rentals
- Special Events Meeting

Capital Projects

- Completing 2018 Capital Outlay projects
- Researching current Capital Outlay projects for 2019

PR and Communications

- Bi-weekly press releases promoting fall and winter events
- Bi-weekly email communications to our mailing list
- Maintained Department Facebook page, Instagram
- 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 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)
- Weekly cleaning Pavilion
- 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 resurfacers
- Pop Whalen open
- Installed ice
- Assisted contractor with painting ice
- Worked with Recco, compressor start up
- New Game nets and pads on two goal frames (Arena)
- Removed wind screens-Tennis
- Soccer nets removed for winter storage
- Monitored ticket sales front office (Arena)
- Closed up Allen A beach
- Assist with Halloween set up-Arena
- Cleaning maintenance building

- Planted memorial Maple Tree, BFP
- Tennis courts resurfaced
- Lodge rugs cleaned
- Water issues in back area of arena-Gilford Well here
- Drained holding tank, cleaned, refilled
- Locker room 1-4- replaced ceilings, insulated all
- Scrubbed inside Zamboni tank/waxed
- Hung 2 banners in arena- Back Bay & KRHS
- Brewster Beach parking lot lined
- Moved chairs & tables to RR station
- Installed new matting in 5 & 6 locker rooms
- Put away "little library"- AA beach