



Wolfeboro Parks and Recreation

Monthly Activity Report

September 2017

Christine Collins, Director of Parks and Recreation

It seems like September is the busiest month for Parks and Recreation! While summer programs have ended we have to close up facilities, put all supplies back, process outgoing staff, interview incoming staff, and prepare the rink for opening day. We also, have to prepare our brochure to be ready to distribute October 1 for people to register for new season of programs. Along with updating our online system with updated programs.



Hay rides at Fall Festival 2017!

This year we had our first ever Fall Festival at Abenaki Ski Area. The weather was cool and rainy. Everyone who came had fun, but the weather impacted the turnout. Looking forward to growing this event in 2018.

Participants for September Programs

- Field Hockey: 29
- Karate: 3
- Sailboat Sharing: 4
- Soccer, Fall Youth: 125
- Cornhole League: 12 teams
- Fall Youth Golf: 11
- Fall Festival: 50
- Total program registrations/attendees for September 2017: 251

Administrative/Program Division

- Weekly Bill Manifest
- Weekly Payroll
- Attended Department Heads meeting
- Pop Whalen Ice Arena
 - Continued scheduling fall ice times for Pop Whalen Ice Arena.
 - Received Center Ice and Dasher Board marketing info to local businesses.
 - Coordinated startup and deep cleaning of arena for October opening.
- Coordinated and oversaw all fall programs and staff.
 - Soccer and Field Hockey, Fall Golf programs
- Review budget with Town Manager and Finance Director

- Hosted multi-town Pickleball Meet at Foss Field Courts
- Assisted with planning and logistics for Town Appreciation Day
- NHRPA STATE Conference
- NRPA Conference
- Prepared Fall/Winter Spring Brochure
 - Planned all upcoming programs
 - Solicited information from community groups
 - Graphic design and layout, submitted to printer
 - Input all information into Max Galaxy Registration software
- Presented 2017 Capital Improvements to Capital Improvement Plan Committee
- Hired Pop Whalen Staff: returning and new
- Planned Pop Whalen Staff Training
- Fall Festival Planning
- Special Events Committee Meeting

Capital Project

- Finished paving project at Pop Whalen Ice Arena
- Met with Engineers for School House Capital Outlay
- Finished out Capital Outlay projects that were not completed before I took over
- Pursued quotes on 2018 Capital Outlay Projects

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
- Distributed Fall Brochures

Maintenance

- Weekly billing
- Weekly vehicle & equipment serviced
- Weekly Property checks
- Weekly mowing/trimming
- Weekly community center check-replaced 5 light bulbs, trash removed, AC's removed
- Cemeteries mowed
- Granite post & chain installed S. Wolfeboro cemetery
- Hand raked new cemetery/mowed
- Ice Compressors serviced, on line end of September
- Compressor room cleaned and organized, Zamboni too.
- Tower Fan cleaned-arena
- Full cleaning, painting, ordering supplies-Arena

- Cleaning AA Bath House 3x weekly
- Aerated Foss soccer field
- Pressure washed summer trash cans
- Attended Employee Appreciation Day (4)
- Set up soccer goals, put out on Foss field
- Moved large soccer goals to the "Nick"
- Ice in the arena- ready for painting on October 10, 2017
- Removed "tiny library" from AA beach
- Removed swim line Carry and Brewster Beach
- Picnic tables, Guard towers stored at AA beach
- Re assembled swim docks, repaired turn boards with new 2 x 4', u-bolts etc.
- Stored swim docks & turn boards at the community center basement
- Starting blocks in arena for winter project repairs
- Emptied Bath houses
- Water off at Carry & Brewster
- Light repairs (over ice) 13 ballast
- Paint hockey goals, new netting tied
- Sanding walls in showers, new paint
- Washed and painted lobby benches
- Walls- paint touchup in arena
- Removed wood cover by small locker rooms-building new one
- Removed groomer "H" frame, pressure washed, delivered to the welder