



Wolfeboro Parks and Recreation

Monthly Activity Report

September 2018

Christine Collins, Director of Parks and Recreation

September is the busiest month for Parks and Recreation as far as transitioning and planning! 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. And let's not forget it is also budget season!!!



Wildlife Encounters at Fall Festival 2018!

We had our 2nd Fall Festival at Abenaki Ski Area in conjunction with the Wicked Fit 5K. We had a good turn out with goats, pumpkin painting, a live band, and games and crafts. This event is growing and improving every year.

Participants for September Programs

- Field Hockey: 33
- Karate: 2
- Sailboat Sharing: 3
- Soccer, Fall Youth: 80
- Cornhole League: 9 teams
- Safe Sitter: 8
- Fall Youth Golf: 21
- Fall Festival: 150+
- Total program registrations/attendees for September 2018: 315+

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
- Assisted with planning and logistics for Town Appreciation Day
- NHRPA STATE Conference
- Senior Meeting
- Lake Wentworth Sailing Regatta Meeting
- Girls Youth Basketball Meeting
- Pro Skills Hockey Meeting
- 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 2019 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

- Finishing 2018 Capital Outlays
- Pursued quotes on 2019 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, trash removed, AC's removed
- Cemeteries mowed
- Assisted with Budget and Capital Quotes
- Compressor's 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
- Cleaning Pavilion 3x weekly
- 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 5, 2018
- Light repairs (over ice) 15 ballast
- Paint hockey goals, new netting tied
- Walls- paint touchup in arena
- Chairs & tables to Chamber
- Repaired septic line at pavilion
- Installed 2 new thresholds-Arena
- Move pianos back to storage
- Replacing wood for ceilings in locker rooms 1-4
- New base board in men's room-Arena
- Sealed roof leaks-Arena
- Rebuilt stone dust walkway at AA beach
- Patched ceiling- Arena, over ice
- Finished dasher board buffing-Arena
- 80 feet of new fencing-Carry Beach