



Wolfeboro Parks and Recreation Monthly Activity Report

April 2018

Christine Collins, Director of Parks and Recreation



Foss Field Pavilion. Will be complete in June 2018!

April is a slow month for us in terms of programming, but a busy month behind the scenes...We close down our winter facilities for the season, do seasonal maintenance work on our winter equipment, hire staff for summer, order supplies, and prepare for the busy summer months ahead. On April 1st of each year we open up registration for all of our summer programs, and it is typically a very busy and exciting time at Parks and Recreation.

Spring projects are in full swing! We are finishing Foss Field Pavilion and are very excited to utilize the building!

The winter had some extremely cold days which impacted our numbers. We also had a mechanical issues which forced us to shut down for a couple of days. Below is an overview of our ski seasons.

- Winter of 2012-2013: 5,501 skiers and riders Days Open:79 Days Closed: 5 Season: 84
- Winter of 2013-2014: 7,017 skiers and riders Days Open: 86 Days Closed: 4 Season: 90
- Winter of 2014-2015: 7,436 skiers and riders Days Open: 85 Days Closed: 2 Season: 87
- Winter of 2015-2016: 3,771 skiers and riders Days Open: 61 Days Closed: 16 Season: 77
- Winter of 2016-2017: 7,488 skiers and riders Days Open: 80 Days Closed: 4 Season: 84
- Winter of 2017-2018: 5,540 skiers and riders Days Open: 76 Days Closed: 9 Season: 85

Participants by Program

- Safe Sitter: 8
- Granite State Track and Field: 29
- Spring Golf: 7
- Make and Take: Farmhouse Sign: 17
- Cornhole League: 17 Teams
- Spring Soccer: 47
- Karate: 3
- **Total program registrations/attendees for April 2018: 145**

Administrative/Program Division

- Weekly Bill Manifest
- Weekly Payroll
- Attended Department Heads meeting
- Tree Warden Meeting
- Returning staff and new staff Interviews
- Joint Loss Meeting
- Swim Team Coach Meeting
- Special Events Meeting- Last Night in Wolfeboro 2018
- Friends of Abenaki Meeting
- Coordinated spring sports use of Pop Whalen Arena: soccer, cornhole league
- Planned 2018 Summer Season: programs, dates, etc...
- Hired returning staff for Summer Positions. Over the course of the spring we will be filling 30+ positions
- Arranged for Porta Potty services for multiple Town properties for summer season

- Emergency Operations Meeting
- Coordinated details for Arbor Day celebration: planting location, tree donations, dig safe, etc...
- Planned summer staff training schedule
- Coordinated Field and Tennis Court schedules with Cal Ripken Baseball and Kingswood High School

Capital Projects

- Foss Field Building-quotes for blinds, cameras, locks, etc.
- Bids out for Tree Removal and trimming, van replacement, building painting
- Planning out projects and timelines

PR and Communications

- Bi-weekly press releases promoting spring events
- Monthly email communications to our mailing list
- Maintained Department Facebook page
- Maintained Department Website with current information, pictures and registration information
- Distributed Summer Brochures

Maintenance

- Weekly billing
- Assist with Bids- van replacement, Foss pavilion painting, Tree removal & trimming, Hand rail fabricated for Cate Park
- Weekly fire system serviced (arena)
- Daily Arena cleaning, general maintenance
- Weekly Lodge cleaning
- Weekly check of Community Center-toilet repairs, trash, and supplies filled
- Properties trash pick up
- Ordering supplies
- Pop Whalen septic pumped
- Maintenance building septic pumped
- Lodge septic pumped
- Remove & Pressure washing all arena floor mats
- Scrubbed bathroom tiles & sealed-Arena
- Foss Field complex- mowed, cleanup of leaves around fence area, trash cans put out, dug outs blown out, trash pickup, infield- edged & raked
- Doggie Bag Stations filled
- Tennis wind screens installed
- Pickle ball nets out
- Installed two new tennis net cables
- Organizing Maintenance building- winter equipment stored, mowers serviced
- Ice removed in arena-floor auto scrubbed
- Removing old floor paint in lobby
- Painted "refs" room
- Replaced Lexan on board advertisement
- Serviced Zamboni & greased
- Removed water piping from holding tank
- Sand & paint skate guards
- Picked up left over x- mas tree debris in arena parking lot- brought to the dump
- Replaced plow blade-PR-2
- Opened Allen A Bathhouse-4/27
- Removed items in hut, brought to Carry beach

- Moved Foss Field day camp hut to Carry beach
- Welded small equipment trailer
- Picked up 25 Picnic table boards
- Removed picnic table from Libby museum
- Replaced “sump pump “ hose –community center
- Installed new office desk- Christine
- Set up “curling” area & made charts
- Returned New Holland back to Highway- cleaned & greased
- Removed “auxiliary fuel tanks from trucks
- Picked up supply at Gilford Lowes
- Leaf blow sand out of corners for town sweeper- Pop Whalen/Abenaki, Library, municipal parking lot
- Assembled & Installed new paper product storage cabinet
- Sorted through winter lost & founds- ski/arena
- Removed Movie sign at Foss- delivered to be updated
- Raked at community center
- Cleaned entry wood post at Lodge
- Sealed Lodge posts