



Wolfeboro Parks and Recreation

Monthly Activity Report

August 2018

Christine Collins, Director of Parks and Recreation

August is a bitter sweet month at Parks and Recreation, sad to see all of our summer staff and summer participants leave, but excited to begin the next season at Parks and Rec. August is the month where we wrap up a lot of our summer programs and prepare for back to school and Fall programs. We got a lot of great feedback from staff and participants this year to help improve our programs and department.

Our Granite Man Triathlon celebrated its 37th year! Sadly, it was the first year without Marjorie Dow, the mother of Albert Dow III, in which the race is held in his memory and money raised goes towards a scholarship at Kingswood High School. We know Marjorie and Albert were watching over us this year as the weather forecast did not look good in the morning and we were concerned with thunderstorms. However, the clouds broke and the sun was shining.



Pat Waterman volunteering at the Granite Man Triathlon.

Participants for August Programs

- Day Camp: 152
- Golf: 9
- Granite Man Triathlon: 227 individuals, 45 teams, plus spectators
- Karate: 2
- Pickleball: 8
- Sailboat Sharing: 3
- Sailing Lesson, Adult: 5
- Sailing Lessons, Youth: 34
- Movies in the Park: 30
- Sporty Shorties: 12
- Swim Lessons, Youth: 21
- Swim Team: 52
- Swimming, Adult Open Water: 5
- Tennis Lessons, Youth: 29
- Tennis Lessons, Adult: 8
- Junior Team Tennis: 4
- Water Aerobics: 7
- Cornhole League: 20
- WREC Crew Teen Adventure Trips: 24
- Total program registrations/attendees for August 2018: 987+

Administrative/Program Division

- Weekly Bill Manifest
- Weekly Payroll
- Senior Meeting
- Employee Appreciation Day Meeting and Planning
- CIP Meeting and Preparation
- Meeting with Town Manager
- Community Center Meeting
- End of the Season Sailing Meeting
- Co-hosted 6th Annual Lake Wentworth Sailing Regatta
- Coordinated movies in the park
- Pop Whalen Ice and Arts Center
 - Continued scheduling fall ice times for Pop Whalen Ice and Arts Center
 - Sent out Center Ice and Dasher Board marketing info to local businesses
 - Meeting with all groups renting ice to confirm usage
- Coordinated and oversaw all summer programs and staff
- Coordinated Granite Man Triathlon with over 227 individuals and 45 teams.
 - All race registrations and timing
 - Volunteer Coordination
 - Event set up and tear down
- Prepared Department Budget
- Prepared Capital Outlay projects
- End of season evaluations with staff
- Closing out programs and sending evaluations to staff on program
- Closing out facilities and inventorying supplies for following year

Capital Projects

- Reaching out to contractors for pricing and estimates for Capital Outlays
- Planning the 2019 Capital Outlays and CIP
- Finishing of 2018 Capital Outlays

PR and Communications

- Bi-weekly press releases promoting summer events
- Bi-weekly email communications to our mailing list
- Weekly Community TV tapings
- Maintained Department Facebook page
- Maintained Department Website with current information, pictures, videos, and registration information

Maintenance

- Weekly staff meeting
- Weekly billing
- Weekly vehicle & equipment serviced
- Weekly Property checks
- Weekly mowing/trimming
- Weekly community center check-supplies/trash
- Weekly gas for sailing (chase boats)
- Weekly cemetery mowing/trimming
- Weekly cleaning at Pavilion, Abenaki Lodge, Arena bathrooms
- Assist with 2019 CIP & Budget requests
- Pressure washed Cate Park gazebo
- Sand & paint community center hand rail
- Replaced wood on walkway-community center
- Set up & Take down of movie screen
- Front Bay Path, trimmed/blew off walkways
- Assist set up for Beer festival at Abenaki
- Set up /take down of Granite man triathlon
- raked/picked up debris-carry beach
- Replaced sections of wood fence- carry beach
- Trimmed low tree limbs-carry beach
- Trimmed trees Tournament site
- Sand/paint Ice Hockey goal frames
- Cleaned and organized Compressor room, cleaned water tank, purged filter system
- Removed swim docks at Brewster beach
- Pressure washed turn boards- stored for winter
- Started Arena inside projects