



Wolfeboro Parks and Recreation

Monthly Activity Report

June 2018

Christine Collins, Director of Parks and Recreation



Foss Field Pavilion finished in time for the Summer Season 2018!

June has to be the busiest month for us in Parks and Recreation! We enroll over 1000+ individuals in programs held throughout Town: from our popular Day Camp program and swimming lessons to Adult Open Water Swimming and our Sailboat Sharing program. Our 40+ seasonal staff are in the process of being interviewed, hired-processing paperwork, and trained, along with preparing all of our facilities for the summer.

We are extremely happy that our Foss Field Pavilion was ready in time for summer camp! We are grateful for the help of our Public Works Department as they did a lot of the work to help keep the cost down for the taxpayers

while still having a gorgeous product! Our campers and staff have waited patiently throughout the years to have such a great space. We have 3 unisex, handicapped accessible bathrooms, day camp storage, concession kitchen, and a nice shady pavilion! The facility is monitored by cameras and the bathrooms are on timers. If you haven't visited it, please do! It is a great place to have lunch!

Participants for June Programs

- Granite State Track and Field: 29
- Golf: 2
- Karate: 5
- Movies in the Park: 20
- Sailboat Sharing: 3
- Sailing Lesson, Adult: 1
- Sailing Introductory Cruise: 5
- Summer Kickoff Beach Party: 50+
- Swim Team: 47
- Tennis Lessons, Youth: 7
- Tennis Lessons, Adult: 8
- Total program registrations/attendees for June 2018: 177+

Administrative/Program Division

- Weekly Bill Manifest
- Staff Meetings
- Weekly Payroll
- Attended Department Heads meeting

- Pop Whalen Ice and Arts Center
 - Continued scheduling fall ice times for Pop Whalen Ice Arena
- Coordinated and oversaw all summer programs and staff
- Assisted with Summer staff training schedule
- Coordinated 4th of July Details with Brewster Academy staff
- Coordinated Movies in the Park Program at Foss Field
- Coordinated Summer Kickoff Beach Party at Brewster Beach with over 50+ participants
- Coordinated boat mooring permit, insurance, and Brewster Academy mooring use for Sailboat Sharing Program
- Meet and Greet for Day Camp
- Staff interviews for open positions
- Masterplan meeting about Pop Whalen Ice and Arts Center, Abenaki and Town Beaches
- Collected and organized all Day Camp emergency and field trip forms
- Staff interviews and meetings for programs
- Meeting with Cemetery Trustees about Restoration and funding
- Wolfeboro Last Night Meeting
- All staff summer training

Capital Projects

- Finished Foss Field Pavilion Details and held Ribbon Cutting Ceremony
- Paved Pop Whalen Ice and Arts Center Parking Lot
- Reached out for Tennis Court resurfacing quotes
- Planning 2019 projects with staff

PR and Communications

- Bi-weekly press releases promoting spring and summer events
- Email communications to our mailing list
- Weekly Community TV taping
- Maintained Department Facebook page
- Maintained Department Website with current information, pictures, videos, and registration information.
- Distributed Summer Brochures

Maintenance

- Weekly billing
- Weekly vehicle & equipment serviced
- Weekly Property checks
- Weekly mowing/trimming
- Weekly Cemetery mowing/trimming
- Cemetery Restoration started- South Wolfeboro & Pine Hill
- Met with master Plan committee
- Met with Trustees of trust funds
- Watering new grass- Foss Pavilion

- Moving items to pavilion
- Foss Pavilion- opened
- Daily cleaning Bath house at AA Beach
- 2-AC units installed community center
- Carry Beach cleanup from debris floating in-3 times
- All beach's set up- boats, tables, guard towers, washed out bath houses, raked beaches, trash barrels out, supplies to all facilities
- Scraped floors in Carry and Brewster bath houses
- Installed movie sign-Foss field
- Weeded and edged gardens at Pleasant Valley point
- Repaired/painted picnic tables
- Abenaki- mowed, trimmed
- Installed swim team docks, new carpet on starting blocks- made new hand grips for back stroke start.
- Fire Station- trimmed out back
- Put out 4 Pianos on town streets
- Weeding, PI Valley & IGA gardens
- Mulched IGA gardens
- Started small locker room ceiling repairs- removed old insulation, cleaned out top area-Arena
- Stone dust added to Cate park walkway & Clark House handicap ramp (Barn)
- Clark Park- hedges trimmed
- New Community center sign installed
- New bulletin board installed, tennis hut
- Weeded at Community center, add wood post caps to 4x4s
- Front bay Path-M/T, blow
- Assembled & Installed cabinet to Sarah's office