



PARKS AND RECREATION COMMISSION MEETING

Thursday February 1, 2024 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

If you choose to use the Microsoft Teams platform:

- 1) Go to www.teams.com
- 2) Enter Meeting ID# 291 225 574 799
- 3) Enter password: txMYwQ

If you choose to attend via phone:

- 1) Call 1-469-998-7682
- 2) Enter Meeting ID#: 937 509 061#

If technological problems interrupt the virtual meeting component, the meeting will continue in-person.

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of the Minutes for November 30, 2023 (name updated), December 21, 2023 & January 11, 2024 (Roll Call)
4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the Teams application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial *5.

6. Assistant Commissioners Report (See Report Topics Below)

5. Old Business

- NA

7. New Business:

Agenda items must be submitted (3) three business days before each Commission Meeting with subject line "Agenda Item" to Parks@worcesterma.gov

- Request of the Friends of Newton Hill to speak to the Commission regarding work on the Newton Hill Trail System
- Request of Commissioner Natalie Turner to discuss the care, maintenance, financial responsibility, and security of Newton Hill Parcel/Park
- Request of Geoffrey Killebrew to speak to the Commission on:
 - To discuss past and present rules and regulations regarding vending and busking in city parks?"
- Request of David Webb to speak to the Commission on:
 - "What role does the parks department take in ensuring that the unhoused community of Worcester cannot remain in one place?"
- Request of David Webb to speak to the Commission on:
 - "In what situations have vendors been assessed additional fees such as "probation" and in those circumstances how were those fees assessed".
 - "Where was it written that those fees might be charged?"
- Request of David Webb to speak to the Commission on:
 - "I am seeking clarification on the requirements to submit an item, as there was some ambiguity at the January meeting created when Commissioner Chacharone expressed interest in a response requirement for emailed item submissions.
 - As discussed in the last meeting, it seems that they are
 - A) At least 72 hours in advance
 - B) Via email
 - C) To "Parks@worcesterma.gov
 - D) With the subject of "Agenda item"
 - E) Reply satisfactorily to any follow-up requests sent by the Parks Commission
 - My questions to the commission on this matter are:
 1. Is this accurate? If not, which letter is not a submission requirement?
 2. Was this publicized published or announced anywhere other than the January Parks Commission Agenda?
 3. If someone sends an attachment that the commission is unable to read due to either employee or technical issues, is the email itself sufficient communication that they would like to be on the agenda or are there additional requirements?"



7. Date of Next Meeting:

- February 29, 2024 (Event Permit Meeting)
- April 4, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

8. Meeting Adjourned (Roll Call)



PARKS AND RECREATION COMMISSION MINUTES

Thursday November 30, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

If you choose to use the Microsoft Teams platform:

- 1) Go to www.teams.com
- 2) Enter Meeting ID# 234 605 032 703
- 3) Enter password: ziPrQT

If you choose to attend via phone:

- 1) Call 1-469-998-7682
- 2) Enter Meeting ID#: 140 222 865#

If technological problems interrupt the virtual meeting component, the meeting will continue in-person.

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Scott Morin, Maintenance Director (Virtual)
John Grant, General Foreman (Virtual)
Milagros Pacheco, Staff Assistant III

1. Call to Order – Meeting was called to order at 6:46 PM
2. Attendance (Roll Call) Commissioners Present:
 - a. Nick Chacharone
 - b. Brian Dardy
 - c. Kevin Githiari
 - d. Eric Goldstein
 - e. Eric Stratton
 - f. Natalie Turner
 - g. Erin Zamarro



3. Acceptance of the Minutes
 - a. Commissioner Stratton made a motion to approve the minutes for September 28, 2023. Second by Commissioner Turner. All were in favor. Minutes were approved 7 – 0.
 - b. Commissioner Goldstein made a motion to approve the minutes for October 26, 2023. Second by Commissioner Turner. Commissioner Stratton abstained. Minutes were approved 6 – 0 – 1.
4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the Teams application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user, you may dial *5.
6. Assistant Commissioners Report (See Report Topics Below)
5. Old Business
 - NA
6. New Business
 - Request of Carl Gomes to speak to the Commission regarding 149 West Boylston Drive
 - Mr. Gomes spoke to the Commission in reference to some emails, and a letter from Beals and Thomas dated 7-30-21 as well as a letter he had not previously seen in other occasions when he asked for clarification.
 - Assistant Commissioner Antonelli explained that he had asked Beals and Thomas to put in writing a conversation they had on the phone in reference to the maintenance of the 149 West Boylston parcel in reference to their recommendation on mowing.
 - There were further discussions in reference to the letter, to the maintenance of the parcel, the fact that the parcel had already been mowed, and that it would continue to get mowed as necessary and weather permitting in the Fall of every year.

- Assistant Commissioner Antonelli agreed to contact the neighborhood if there was a reason that mowing would not happen on a yearly basis.
 - Mr. Webb said he wanted to establish facts and had questions about letters received from Beals & Thomas in reference to the 149 West Boylston parcel. He wanted to know when they were received, he said there were communication issues. He continued asking questions that had already been answered. He made suggestions that Assistant Commissioner Antonelli had made determinations on something that was not based on the recommendation with regards to cutting 149 West Boylston Drive. There were various discussions between Mr. Webb and the Parks Commission.

- Request of Mr. David Webb to speak to the Commission regarding the following:
 - Communication – See above
 - Commissioner Goldstein made a motion to file the Communication item. Second by Commissioner Turner. All were in favor. Motion was approved 7 – 0.
 - Use of City Vehicles -
 - Mr. Webb spoke about a sticker that was on a city vehicle, that had already been removed. He had questions about what type of vehicles can be on the park. There were discussions between Mr. Webb and the Parks Commission in reference to who is allowed to drive vehicles on the park. It was advised that only staff or in some special events only after being approved and having staff present. Mr. Webb said he just wanted to antagonize Assistant Commissioner Antonelli.
 - Commissioner Turner made a motion to file the Use of City Vehicles item. Second by Commissioner Chacharone. All were in favor. Motion was approved 7 – 0.

- Request of Andy Serrato to speak to the Commission regarding issues at Newton Hill
 - Mr. Andy Serrato spoke in reference to the partying and illegal activities going on at Newton Hill from Friday to Saturday morning, as well as the homeless, and the illegal dumping. He said he's been in communication with Assistant Commissioner Antonelli, and he has been helping with Security and what he can. They are looking to put up cameras, but they are also looking for additional help in order to put an end to these activities.
 - Assistant Commissioner Antonelli said he has worked with the Friends of Newton Hill for 26 years, trying to improve the area, but it continues to have issues up there with homelessness, inappropriate activities at night, and parking. He said he has been working and

communicating these issues with the Worcester Police Department, Quality of Life, and the Doherty High School. He said he has instructed the 1 unarmed security guard to track parking on Pleasant St. and in the surrounding neighborhoods next to Elm Park. He said he would continue to push and work together to try to alleviate this, but it seems never ending.

- Rick Miller wanted to bring this issue to the Commission's attention, regarding the after-hour parties and the homeless activity that has been frustrating for the neighborhood. He mentioned that for the last 22 years Friends of Newton Hill has been actively volunteering their time to improve that facility, and none of that would have got done without the partnership and the work with Rob and the Parks Department, he said everyone played an important role in that facility, going from an overgrown vandalized 60 acre property to a basically a 12 month year facility where there's biking, there's cross country skiing, Disc golfing, there are people from all over New England come to that facility. He thanked Assistant Commissioner Antonelli for his commitment to the Friends of Newton Hill, and for all he has done to help them achieve their goals. He added that he wants to do what he can to minimize the illegal activities and he added that it is a public safety thing. He said sometimes there are there overnight, the activity starts at 11:00 PM and it goes on until 1 – 2 AM. He said the Assistant Commissioner has helped with security, but security's shift ends at midnight 12:00 AM. He asked for whatever can be done to minimize or put an end to this issue.
- Mr. Greg Degermajian a long-life citizen of Worcester, and neighbor of Newton Hill spoke in support of Friends of Newton Hill, Rick Miller, and Andy Serrato.
- There was discussions on how to approach to help this situation, there were some suggestions as well as questions about cameras, the possibility of having the School Department and the City Manager take responsibility and assist with this as they also have ownership of some of this land. Assistant Commissioner Antonelli said he will continue to work with other city agencies, as well as the Worcester Tech and Doherty to try to come up with other resources.

7. Date of Next Meeting:

- December 21, 2023
- January 11, 2024
- February 1, 2024 (Sports Permit Meeting)
- February 29, 2024 (Event Permit Meeting)
- April 4, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

8. Meeting Adjourned (Roll Call)

ASSISTANT COMMISSIONER'S REPORT:

1. General:

- Review of design plans for Whispering Wall Renovation at Lincoln Square.
 - Mr. Antonelli explained that they are trying to make the Memorial accessible, currently it is not accessible, it has stairs on either side, they are also looking to move the memorial from its current location closer to the Blvd., closer to the auditorium, back to its original location.
 - Ray Dunetz from Ray Dunetz Landscape Architecture, Inc. gave a presentation on the Whispering Wall Renovations at Lincoln Square he discussed the timeline, the history, the existing deteriorating conditions, site analysis, and the concept which involves relocated stone memorial pavers, relocated and restored Memorial relocated and restored flagpole, granite stairs reset as paving, new shade trees, new concrete walks, new trash receptacle, stairs & walls removed, new plant beds, new interpretive signage, granite stairs reset paving, new stone paving, new lawn, new pedestrian lights and new benches with wheel chair space.
 - There were further discussions in reference to: Winn Companies restoring the old boys club, as well as constructing a new senior housing building next to it. The Memorial would be maintained by Winn after it has been completed. Terms of display, the opportunity to add audio or brail for the audio impaired. The construction timeline, and funding. Request for a bike rack, as well as benches, lamp posts, planting of flower beds and trees, fencing. The possibility of planting the trees to the side in order to have an open view of the front of the memorial.
 - Commissioner Chacharone made a motion to approve the conceptual design to include some revisions as per request. Second by Commissioner Stratton. All were in favor. Motion was approved 7 – 0.
- Grant Applications –
 - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
 - Land & Water Conservation Fund Grant – University Park - Awarded
 - Land & Water Conservation Fund Grant – Great Brook Valley - Submitted

- PARC & LAND Grant Program – Sever Street – Awarded
 - Commonwealth of Massachusetts Grant Award for Elm Park - Awarded
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - Donation from Fontaine Brothers for labor & materials to build picnic tables, tables were placed at Coes Beach.
 - Donation from North Atlantic States Regional Council of Carpenters and Latino Club for labor to build picnic tables. Carpenters built 4 tables and are working on another 6.
- Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – NA
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – NA
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
 - Coes Pond – NA
 - Columbus Park –
 - NA
 - Cookson Park – NA
 - Cristoforo Columbo (East Park) –
 - Bid awarded and getting ready or construction of a new little league field.
 - Crompton Park – NA
 - Dodge Park – NA
 - Elm Park – NA
 - Newton Hill – NA
 - Fairmont Park – NA
 - Farber Field – NA
 - Grant Square – NA
 - Great Brook Valley Playground – NA

- Green Hill Park Renovation – NA
 - Green Hill Farm
 - Community Gardens
 - WWI
 - Greenwood Park – NA
 - Hadwen Park – NA
 - Harrington Field – NA
 - Harry Sherry Field (S. Worcester) – NA
 - Holland Rink – NA
 - Holmes Field – NA
 - Indian Hill Park – NA
 - Indian Lake Beach – NA
 - Institute Park – NA
 - Walkway Design
 - Salisbury Pond – Bid and awarded for a forebay/water detention system.
 - Kendrick Field – NA
 - Knights of Columbus – NA
 - Korean War Memorial – NA
 - Lake Park – NA
 - Lake View Playground – NA
 - Logan Field – NA
 - Morgan Landing – NA
 - Mulcahy Field – Update
 - Oakland Heights Playground – NA
 - Providence Street Playground – NA
 - Ramshorn Island – NA
 - Rockwood Field – NA
 - Salisbury Park (Bancroft Tower) – NA
 - Shale Street Playground – NA
 - Shore Park – NA
 - Spillane Field – NA
 - South Worcester Park – NA
 - Tacoma Street Playground – Bid and currently awarding process for a Water Spray Park, Dog Park, Playground, and a rectangular field.
 - TY Cobb – NA
 - University Park – Will be building a Water Spray Park on the Gate Street area
 - Vernon Hill – NA
 - Wetherall Estates (Duffy Field) – NA
 - 149 West Boylston Drive – NA
 - Winslow & Pleasant – NA
 - Aquatic Master Plan – NA
 - Open Space and Recreation Plan – NA
 - North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
 - Art-in-the-Park – Request to keep Artwork in Elm Park - NA

- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA
 - Forestry Operations –
 - Tree City USA - NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 26, 2024
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – NA
 - Capital Improvement Program – NA
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA
 - Summer Youth Employment Program – Will be hiring in the Spring.
 - Aquatics – NA
 - Christian’s Law – NA
 - Recreation Worcester - NA
 - Holiday Tree – December 1, 2023 @ 4:00 PM
 - Worcester Common Ice-Skating Rink – Holiday Tree Lighting on 12/1/23
 - Waterfowl in Park – NA
 - Out-to-Lunch – NA
 - Trash – NA
 - ESCo – NA
 - Park Permits –
 - NA
 - Access/ ADA – NA
 - Mobile Concession/ Food Truck - NA
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA
 - Misc. Information –
 - NA

- Golf Course:
 - Fees & Policies – Assistant Commissioner Antonelli and Matthew Moison, Head Pro at Green Hill Golf course presented the desired changes in policies and fees as follows:
 - Policy
 - Eliminate 9-hole bookings on weekends before 10 AM off hole #1.
 - Allow back 9, 9-hole bookings from 6:30 to 7:30 AM
 - This policy is designed to maximize revenues for prime-time tee time space and minimize disruption of 18-hole traffic.
 - Tier Pricing Schedule for outings- This policy would tier pricing to the amount of service required for the outing.
 - Full-service outings \$95 for shotgun start (price unchanged), \$80 for tee time start. (Price increase of \$5) includes:
 - Development of player listing in software, Tee time or shotgun assignments
 - Score card preparation, driving range, contests sign preparation, deployment, and retrieval.
 - Online scoring, announcements, sponsor sign deployment and retrieval, Per player pro-shop credit of \$10.
 - No service outings \$80 for shotgun start, \$65 for tee time start.
 - Increase Outing shotgun start minimum from 72 to 84 players.
 - Increase annual season permit rates by \$50 per category except for junior golfers.
 - Increase Green Fees
 - Weekend 18 holes by \$2.00
 - Senior 18 holes by \$1.00
 - Morning Special by \$2.00
 - Continue to allow the Director of Golf to recommend specials and marketing ideas to the Assistant Commissioner for approval
 - There were discussions and questions about the changes.
 - Commissioner Chacharone made a motion to approve Policy procedure and Golf Fee changes as presented. Second by Commissioner Dardy. Motion was approved 6 - 1.
 - Golf Course Donations - NA
- Date of Next meeting – December 21, 2023
- Commissioner Chacharone made a motion to adjourn. Second by Commissioner Stratton. All were in favor. Motion approved 7 – 0. Meeting adjourned at 8:49 PM.

A copy of this full meeting will be available to view and listen to at:
www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes



PARKS AND RECREATION COMMISSION MEETING MINUTES

Thursday December 21, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

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- 1) Go to www.teams.com
- 2) Enter Meeting ID# 294 611 675 519
- 3) Enter password: qVQRfJ

If you choose to attend via phone:

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Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Jeffrey Tomaino, Parks & Recreation Coordinator
Scott Morin, Maintenance Director (Virtual)
John Grant, General Foreman (Virtual)
Milagros Pacheco, Staff Assistant III

1. Call to Order – Meeting was called to order at 6:35 PM
2. Attendance (Roll Call) Commissioners Present:
 - a. Nick Chacharone
 - b. Eric Goldstein
 - c. Eric Stratton
 - d. Natalie Turner
3. Acceptance of the Minutes
 - a. Commissioner Chacharone made a motion to approve the minutes for November 30, 2023. Second by Commissioner Goldstein. A request had previously been emailed to parks from Commissioner Stratton to add changes/improvements to the design to include bike rack, lack of hostile architectural design elements and some revision to planting to ensure both



pedestrian and motorist safety. All were in favor. Minutes were approved 4 – 0.

4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
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6. Assistant Commissioners Report (See Report Topics Below)
7. Old Business
 - . New Business
 - Request of Mr. David Webb to speak to the Commission regarding the following:
 - Technical/staff communication issues
 - Duties of the park commission
 - Clarity into when/why documentation for 149 West Boylston Drive was sought after the last meeting
 - Why there is no documentation of recommendations or site visits from 2022
 - Request of Mr. David Webb to speak to the Commission regarding the attached email and documents.
 - Mr. David Webb requested all his items be tabled until the next meeting, in order for the Parks Commission to review paperwork and in order for him to reviews and prepare to talk to the Commission.
 - Commissioner Stratton made a motion to approve. Second by Commissioner Chacharone. All were in favor. Motion was approved 4 – 0.
8. Date of Next Meeting:
 - January 11, 2024
 - February 1, 2024 (Sports Permit Meeting)

- February 29, 2024 (Event Permit Meeting)
- April 4, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

9. Meeting Adjourned (Roll Call)

ASSISTANT COMMISSIONER'S REPORT:

1. General:

- Review of updated Park permits, rules & regulations, and fees & policies.
 - Assistant Commissioner Antonelli went over changes on applications. There were discussions about fees, clean up, events, size of events, recycling, permit requests and their needs, fines for no clean-up. There was a question about public request to serve alcohol at facilities other than the Worcester Common.
 - Commissioner Chacharone made a motion to approve changes. Second by Commissioner Goldstein. All were in favor. Motion was approved 4 – 0.
- Updated on the Community Preservation Act
- Update on Grant Award for Great Brook Valley –
 - City of Worcester was awarded \$1,000,000.00 of Land and Water Conservation Grant Funding from the Commonwealth of Massachusetts, Executive Office Energy Environmental Affairs Division of Conservation Services, through the National Park Services which will go towards some improvements to the Softball field, and to the horseshoe parking lot.
- Grant Applications –
 - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
 - Land & Water Conservation Fund Grant – University Park - Awarded
 - Land & Water Conservation Fund Grant – Great Brook Valley - Awarded
 - PARC & LAND Grant Program – Sever Street – Awarded
 - Commonwealth of Massachusetts Grant Award for Elm Park - Awarded
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - NA

- Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – NA
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – NA
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
 - Coes Pond – NA
 - Columbus Park –
 - NA
 - Cookson Park – NA

 - Cristoforo Columbo (East Park) –
 - Will be moving forward in January
 - Crompton Park – NA
 - Dodge Park – NA
 - Elm Park – NA
 - Newton Hill - NA
 - Fairmont Park – NA
 - Farber Field – NA
 - Grant Square – NA
 - Great Brook Valley Playground – NA
 - Green Hill Park Renovation – NA
 - Green Hill Farm
 - Community Gardens
 - WWI
 - Greenwood Park – NA
 - Hadwen Park – NA
 - Harrington Field – NA
 - Harry Sherry Field (S. Worcester) - NA
 - Holland Rink - NA
 - Holmes Field - NA
 - Indian Hill Park – NA
 - Indian Lake Beach – NA
 - Institute Park – NA
 - Walkway Design
 - Salisbury Pond – Finalized Contract.

- Kendrick Field – NA
 - Knights of Columbus – NA
 - Korean War Memorial – NA
 - Lake Park – NA
 - Lake View Playground – NA
 - Logan Field – NA
 - Morgan Landing – NA
 - Mulcahy Field – Update
 - Oakland Heights Playground – NA
 - Providence Street Playground – NA
 - Ramshorn Island – NA
 - Rockwood Field – NA
 - Salisbury Park (Bancroft Tower) – NA
 - Shale Street Playground – NA
 - Shore Park – NA
 - Spillane Field – NA
 - South Worcester Park - NA
 - Tacoma Street Playground – Finalized contract.
 - TY Cobb – NA
 - University Park – Finalized contract.
 - Vernon Hill – NA
 - Wetherall Estates (Duffy Field) – NA
 - 149 West Boylston Drive - NA
 - Winslow & Pleasant – NA
 - Aquatic Master Plan – NA
 - Open Space and Recreation Plan – NA
 - North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
 - Art-in-the-Park – Request to keep Artwork in Elm Park - NA
 - Dog Park, Licensing & Control of Dogs – NA
 - Rectangular Field Development – NA
 - Park Monument Review – NA
 - Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA
 - Forestry Operations –
 - Tree City USA - NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 26, 2024
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – NA
 - Capital Improvement Program – NA
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA

- Summer Youth Employment Program – Update
- Aquatics – NA
 - Christian’s Law – NA
- Recreation Worcester - NA
- Holiday Tree – NA
- Worcester Common Ice-Skating Rink - Operational
- Waterfowl in Park – NA
- Out-to-Lunch – NA
- Trash – NA
- ESCo – NA
- Park Permits –
 - See above
- Access/ ADA – NA
- Mobile Concession/ Food Truck - NA
- ATV – Recreational Vehicle – NA
- Veterans Memorials - NA
- Misc. Information –
 - NA
- Golf Course:
 - Fees & Policies - NA
 - Golf Course Donations - NA

8. New Business

- Date of Next meeting – January 11, 2024
- Commissioner Goldstein made a motion to adjourn. Second by Commissioner Chacharone. All were in favor. Motion approved 4 – 0. Meeting adjourned at 7:08 PM.

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PARKS AND RECREATION COMMISSION MEETING MINUTES

Thursday January 11, 2024 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

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Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Jeffrey Tomaino, Parks & Recreation Coordinator
Scott Morin, Maintenance Director (Virtual)
John Grant, General Foreman (Virtual)
Milagros Pacheco, Staff Assistant III

1. Call to Order – Meeting was called to order at 6:40 PM
2. Attendance (Roll Call) Commissioners Present:
 - a. Nick Chacharone
 - b. Brian Darby
 - c. Kevin Githiari – Virtual 6:47 PM
 - d. Natalie Turner
 - e. Erin Zamarro
3. Acceptance of the Minutes - Tabled
4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina



de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.

5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the Teams application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user, you may dial *5.
6. Assistant Commissioners Report (See Report Topics Below)
7. Old Business
 - a. Request of Mr. David Webb to speak to the Commission regarding the following:
 - b. Technical/staff communication issues
 - i. Mr. Webb spoke about a particular individual who sent an email with an attachment to the Parks Division, he wanted to be added to the agenda for the following meeting. He also asked if adding “Agenda Item” to the subject line of emails was how the parks division was dealing with it”.
 - ii. Assistant Commissioner Antonelli explained that the individual sent an email with an attachment that was unable to be opened by the Parks Division, as a result an email went out to the individual letting him know that there were difficulties opening the attachment and requesting a copy of the document in a different format. The individual did not respond to the request, therefore was not able to be on the agenda. He added that the Parks & Recreation Division is trying to be clear when accepting application items, accepting them through the parks email account where multiple staff have access, in case someone is out, also providing a sufficient timeframe to review and add to agenda with enough time to post the agenda 48 hours in advance of the meeting.
 - iii. Commissioner Chacharone spoke in regard to the fact that this topic had already been discussed, the individual of whom Mr. Webb was referring to, had already been in front of the Parks & Recreation Commission and had already discussed this topic with the Commission, therefore Commissioner Chacharone felt this did not need to be discussed again.
 - iv. Commissioner Turner also spoke to Mr. Webb about the same topic, as well about addressing the Commission with respect. There were further discussions in this topic. To watch a full version of this meeting please go to:
www.worcesterma.gov/video-on-demand/archive
 - c. Duties of the park commission
 - i. Mr. Webb read different verses about the Commissions responsibilities.
 - ii. To watch a full version of this meeting please go to:
www.worcesterma.gov/video-on-demand/archive
 - d. Clarity into when/why documentation for 149 West Boylston Drive was sought after the last meeting
 - i. Why there is no documentation of recommendations or site visits from 2022
 1. Mr. Webb asked questions about the above topic, on

- Great Brook Valley - Awarded
 - PARC & LAND Grant Program –
 - Sever Street – Awarded
 - Commonwealth of Massachusetts Grant Award for Elm Park - Awarded
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - NA
- Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – NA
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – NA
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
 - Coes Pond – NA
 - Columbus Park –
 - NA
 - Cookson Park – NA
 - Cristoforo Columbo (East Park) –
 - Update
 - Crompton Park – NA
 - Dodge Park – NA
 - Elm Park – NA
 - Newton Hill - NA
 - Fairmont Park – NA
 - Farber Field – NA
 - Grant Square – NA
 - Great Brook Valley Playground – NA
 - Green Hill Park Renovation – NA
 - Green Hill Farm
 - Community Gardens
 - WWI
 - Greenwood Park – NA
 - Hadwen Park – NA
 - Harrington Field – NA
 - Harry Sherry Field (S. Worcester) - NA
 - Holland Rink - NA

- Holmes Field - NA
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – NA
 - Walkway Design
 - Salisbury Pond - NA
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – Update
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- South Worcester Park - NA
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Artwork in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA
 - Forestry Operations –
 - Tree City USA - NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 26, 2024
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – NA
 - Capital Improvement Program – NA
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA

- Summer Youth Employment Program – Update
- Aquatics – NA
 - Christian’s Law – NA
- Recreation Worcester - NA
- Holiday Tree – NA
- Worcester Common Ice-Skating Rink - Update
- Waterfowl in Park – NA
- Out-to-Lunch – NA
- Trash – NA
- ESCo – NA
- Park Permits –
 - See Above
- Access/ ADA – NA
- Mobile Concession/ Food Truck - NA
- ATV – Recreational Vehicle – NA
- Veterans Memorials - NA
- Misc. Information –
 - NA
- Golf Course:
 - Fees & Policies - NA
 - Golf Course Donations - NA
- Date of Next meeting – February 1, 2024
- Commissioner Chacharone made a motion to adjourn. Second by Commissioner Turner. All were in favor. Motion approved 5 – 0. Meeting adjourned at 7:20 PM.

A copy of this full meeting will be available to view and listen to at:
www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes



Friends of Newton Hill

- Rick Miller
- Kevin McCormack
- Board
 - John Goins
 - Paul Popinchalk
 - Andy Serrato
 - Mike Keating
 - Phil Bolduc

President
Vice President

Thank You and Questions



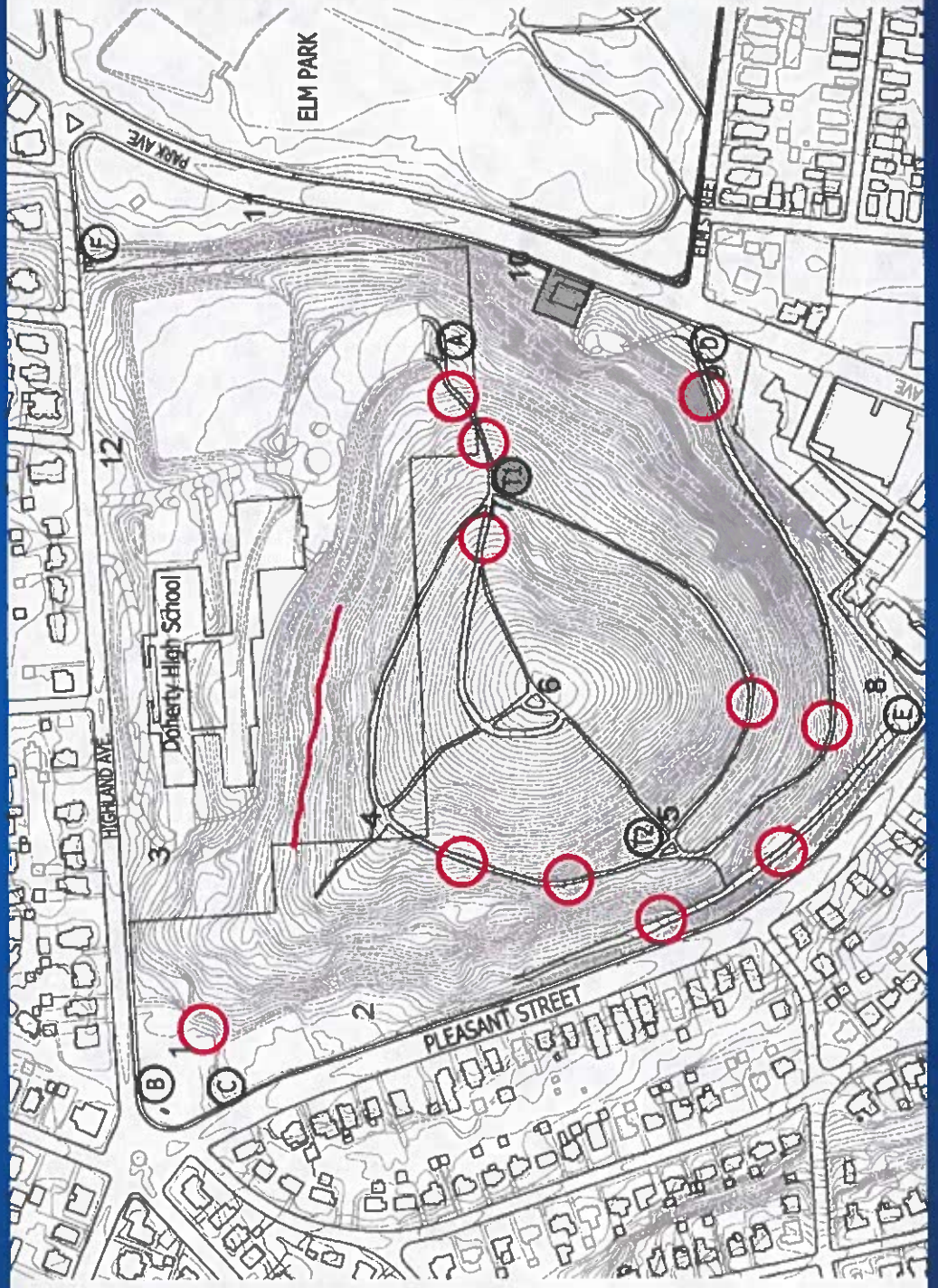
Budget

Newton Hill Trail Restoration Project		
<u>Item</u>		<u>Cost</u>
2 machines x 20 days		\$ 10,800
2 operators x 20 days		\$ 22,800
2 ton dump truck x 20 days		\$ 8,000
Loam (438 yds)		\$ 10,350
Hydroseed		\$ 9,500
Trucking of city fill		\$ 6,200
6x6 landscape timbers for water bars, rebar, spikes, tools		\$ 1,000
Signs		\$ 1,100
	Total	\$ 69,750
Minimum 20% match value		\$ 17,438
Donated supervision and operator labor by MJK: 20d x \$600/day		\$ 12,000
Volunteer minimum in hours (at \$39/hr) and total value	139	\$ 5,438
Value of city donated wood chips (350 yds x \$20/yd)		\$ 7,000
Value of city donated compost (438 yds x \$20/yd)		\$ 8,760
Minimum Total Project Value		\$ 120,385



**Friends of Newton Hill
At Elm Park**

New trail grading





Project Outline

- Phase 3 – September – October 2024
 - Monitor trails and water flow
 - Add water bars where needed
 - Grade new trail behind old Doherty
 - Connects original DHS terrace with pine grove
 - See red line on map



Project Outline

- Phase 2 – first three weeks of August 2024
 - Lay woodchips at trail edges of impacted zones
 - Spread compost over center of trail, top dress with loam, grade center crown
 - moves water to sides, not down trail
 - ground is firm and dry in August, school not in session yet
 - Apply hydroseed over loam
 - use signage to keep walkers on sides and off seeded areas
 - time wood chip/compost/loam/hydroseed application to minimize runoff, maximize fall growth season



Project Outline

- Phase 1 May – July 2024
 - Build water bars with 6x6 timbers and tree trunks wherever water flow impacts trails
 - Keep water off trails wherever possible
 - Do this before any material is spread
 - Use community and youth volunteers from local colleges, high schools, scouting groups



Logistics

- Truck material to staging area at edge of DHS service lot using 16 ton dump trucks
- Load a 2 ton dump truck to deliver material inside park
- Use a mini-excavator to grade surface and a bobcat to spread material

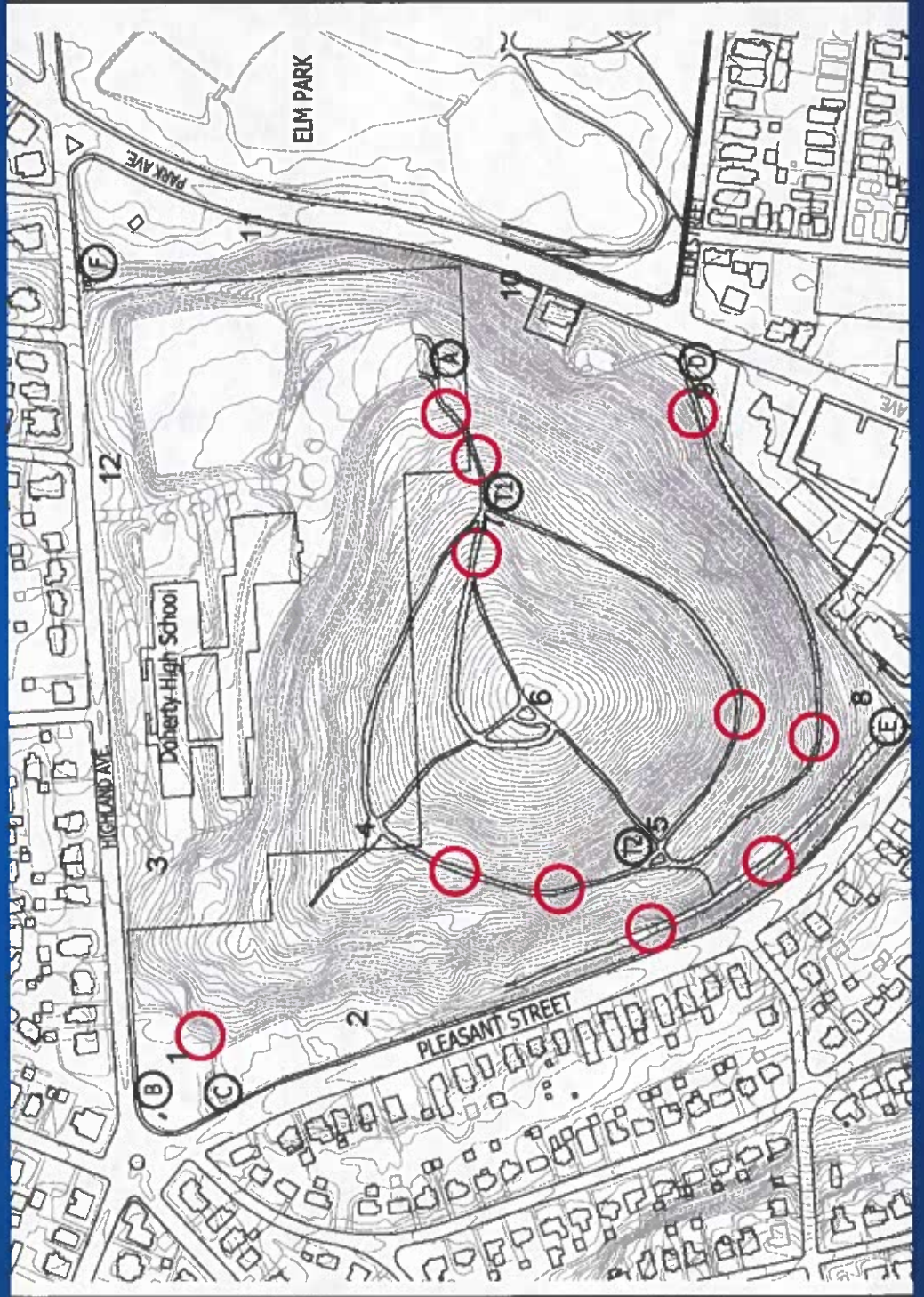


Project Estimates

- Total linear feet to be restored = 3,155'
- Square footage at 15' wide = 47,325 sf
- In center: 3" compost + 3" loam = 23,662 cf = 876 yds (438 yards each of compost and loam)
- 3 feet of wood chips on each side = 350 yds
- City to provide wood chips and compost



Erosion Impact Zones





Project Rationale

- Improve the park's accessibility and safety
- Attract more visitors
- Improve the health of our community
- Preserve the park for generations to come

Highlander Loop



Old Cart Path



Lower Lincoln Stroll



Lower and upper summit road





Project Rationale

- Newton Hill is steep and all pitched trail sections are suffering from significant erosion
- Walking, running, bike riding, disc golf, fitness stations and cross-country skiing are popular activities in the park that are threatened by trail degradation
- Poor trail condition = less access for those with mobility challenges



Project Rationale

- > 1/3 of US adults are obese
- Annual cost of obesity in US is \$140 billion
- Worcester's obesity rates exceed state average
- Urban residents often lack access to exercise facilities
- Newton Hill is in the heart of Worcester, surrounded by 3 different levels of Economic Justice communities



Friends of Newton Hill

- 22 years of responsible stewardship
 - Trail maintenance – trees/branches/mowing/leaves
 - Trash pickup
 - Disc golf
 - Fitness Course
 - Pollinator gardens
 - Nordic Ski Park



Friends of Newton Hill

- A group of neighborhood volunteers linked by a love of Newton Hill and a commitment to the restoration, maintenance, and recreational use of the Newton Hill section of Elm Park, preserving the beauty of the park and its trails for the public benefit.



Proposed Project

- The Friends of Newton Hill would like to apply for a Massachusetts DCR Recreational Trails Grant to restore the carriage trails on Newton Hill.



Newton Hill Trail Restoration Project

Proposed to the
Worcester Parks and Recreation Department
February 1, 2024
By the Friends of Newton Hill



F.A.M. JAM! EVENT GROUP INC., 501C3

Subject: Petition for Consideration of "The Worcester Renaissance Project"

Dear Assistant Commissioner Antonelli and members of the Parks and Recreation Commission, I hope this letter finds you well. My name is Geoffrey Killebrew, and I am writing to formally submit a petition for your consideration of "The Worcester Renaissance Project" through my non-profit organization, F.A.M. Jam! Event Group Inc., 501c3. Our mission is clear: to host events in support of artists and entrepreneurs from historically redlined communities and to bring awareness to organizations that serve youth and families. Our vision is to make history by uniting marginalized communities to develop a culture of creative collaboration and self-sustainability.

Project Overview:

"The Worcester Renaissance Project" aims to:

- To promote Worcester as the premier destination in New England to experience street vendors and performers.

As outlined in the attached document, this initiative seeks to:

- Develop minority street vendor and performer applicants from historically redlined communities
- Host an epic event series that serves as an incubator for minority street vendor and performer applicants as they prepare to launch their businesses in Worcester streets and parks next year. Events would also feature family service providers and activities.
- Host workshops covering the new street vendor/performer application process, creative entrepreneurship and financial literacy. Provide them with up to date rules, regulations to start a business as a street vendor or performer
- Help new and returning street vendors or performers get placed in high foot traffic areas of the city by working with the Parks Department and DPW to designate additional spaces, creating more opportunities
- Place markers in high foot traffic areas to schedule street vendors and performers. Activate these spaces with a QR code that links to a schedule and map available online for locals and tourists alike. Markers would include logos of partnering sponsors and stakeholders.
- Remove barriers hindering their success such as excessive fees and prohibitive ordinances by advocating for change
- Change the stigma of buskers from panhandlers to professionals

Request for Consideration:

We believe that this project has the potential to:

- Help artists and entrepreneurs from historically redlined communities start businesses as street vendors and performers
- Increase tourism
- Contribute to local economy
- Revitalize City Parks and streets with vibrantly diverse culture, products, services and performances

To fully present the details, the attached document provides a comprehensive outline that exceeds the 700-character limit imposed for petitions.

Attached Documents:

Please find attached the outline of "The Worcester Renaissance Project," which includes detailed information on

- **Mission and vision of "The Worcester Renaissance Project"**
- **Pathways to Partnership**
- **Fund Allocation**
- **Sustainability**
- **Street Vendor and performer equity**
- **Education**
- **Research and Development**
- **History**
- **Economic Impact**
- **Tourism**
- **Demographics Defined**
- **Street vendor and performer scheduling**
- **Marketing**
- **Network**
- **Park Benefits**
- **Youth Intervention**
- **Mentorship**

- **Event series timeline**
- **Stakeholders**
- **Measurable outcomes**
- **Data Collection Methods:**
- **Goals**
- **Impact**
- **Funding goes towards**

We kindly request that this document be considered as an integral part of our petition.

Request for a Hearing:

We respectfully request an opportunity to present "The Worcester Renaissance Project" before the Parks Commission to elaborate on the details, answer any questions, and discuss potential collaboration with relevant city departments.

Conclusion:

Thank you for considering our petition. We are eager to contribute to the betterment of our community through this transformative project. We appreciate your time and attention to this matter.

Should you have any questions or require additional information, please do not hesitate to contact me at FamJamEventGroup@gmail.com or 774-535-3410

Sincerely,
Geoffrey Killebrew
President
F.A.M. Jami! Event Group Inc., 501c3

"Worcester Renaissance Project"

This is a draft proposal of the "Worcester Renaissance Project" for the city of Worcester, outlining an economic and cultural plan. In sharing this project, our goal is to work with the Cultural Development Division, Department of Public Works and Parks Department, to develop a memorandum of understanding similar to the agreement with Park Spirit 501c3 established in 1987. We aim to work in

conjunction with the city to reform regulations and enhance the user-friendliness of public spaces for vending and busking. This aligns with II.4.G of the City Of Worcester Cultural Development Plan.

The objectives of II.4.G of Worcester's Cultural Development Plan are to:

1. Simplify the process and rules for using parks and other public spaces.
2. Update and streamline the public space scheduling process.
3. Remove barriers hindering the successful implementation of public art initiatives, such as design ordinances and fees.
4. Encourage busking in high pedestrian traffic areas.
5. Facilitate street vending through simplified permitting.

Mission of "The Worcester Renaissance Project":

Our mission is to create easier access to rules and fees, fostering greater transparency and equity in the vendor application process. We aim to develop and assist minority street vendor and busker applicants, ensuring their placement in high foot traffic areas managed by the city of Worcester, thus increasing tourism and their chances of success.

Vision:

Our vision is to develop, establish, and promote Worcester as the prime location in New England for starting a business as a street vendor and performer.

Suggested Memorandum of Understanding for City of Worcester

Partnership: We propose a partnership with the City of Worcester Parks Department for the "Worcester Renaissance" project, aimed at developing new vendor and busker applicants. The project seeks to facilitate the permit application process, explain terms and fees, and allocate high foot traffic areas for vendors and buskers in collaboration with the Parks Department, DPW, property management companies, entertainment venues and first-floor business owners in Worcester.

Pathways to Partnership: Our goal is to foster creative collaboration and provide opportunities for minority artists and entrepreneurs from historically redlined communities in Worcester. We want them to feel welcomed and empowered to start businesses that showcase their culture, products, and services directly on the streets, leveraging the current wave of gentrification. By implementing suggestions for 11.4.G of the City of Worcester Cultural Plan, this project also contributes to economic development and youth intervention.

Fund Allocation: All membership fees received from vendors and buskers due to their participation in this project will be directed to F.A.M. Jam! Event Group Inc., a registered 501c3 organization. A portion of the proceeds will be dedicated to clean up of designated areas, supporting applicant development, workshops, and organizing F.A.M Jam! events. We kindly request a limited non-compete agreement from the city to ensure the project's viability.

Sustainability: Project sustained by...

- F.A.M. Jam! event vendor fees
- Funds raised from F.A.M Jam! events and various fundraising efforts
- Sponsorships
- Grants
- "Worcester Renaissance Project" membership fees
- Corporate Partners
- Foundational Partners

Street Vendor and performer equity:

- Fees for hawkers and peddlers licenses required by the State of Massachusetts and the City of Worcester to register their businesses may be covered by F.A.M. Jam! Event Group Inc., 501c3 based on available funds and demonstrated need.
- Participants will be responsible for fees related to liability insurance and food permits
- Request the Parks Department to establish a transparent process for resolving complaints and outlining terms of probation
- create a dedicated website featuring an online application for vendors and buskers participating in "The Worcester Renaissance Project."
- advocate for more than one vendor to be permitted at city parks per season
- advocate for no fee for buskers

- advocate for permitted vendors and buskers to keep their spots during special events in city parks and streets or be reimbursed for lost income if required not to appear during hours specified on their permit
- advocate for permitted vendors and buskers to operate past dusk until at least 9pm
- advocate for the season for vendors and buskers to be extended until 12/31 annually
- advocate for permitted vendors and buskers to receive access and authorization to load and unload their vehicle in city parks if needed without an additional fee as this does not require city staff assistance

Education:

- Request the Parks Commissioner and relevant departments to participate in video tutorials on street vending and busking in Worcester. Videos to be posted on our website or the city's website. Videos used as a tool to promote Worcester as the ideal place to become a busker or vendor and for tourists to experience their offerings.
- Request the Assistant Parks Commissioner to participate in a documentary about the history of street vending and busking in Worcester
- Request representatives from each department involved in the permitting process to conduct a workshop on the process of becoming a street vendor or busker in the city of Worcester during a series of events hosted by F.A.M. Jam! Event Group Inc., 501c3. They would meet and greet new or returning applicants, explain their department's role in the process, rules, regulations and guidelines and answer questions. This would include:
 - **Police Department** - Hawkers and Pedlars License/ Sound Permit
 - **Inspectional services** - Food Permit
 - **Parks and Rec** - Park Vending and busking
 - **DPW or any other department relevant for permitting and licensing for street performance or vending**
 - **Cultural Development Department** - address their role in facilitating change of the vendor and busker process
- Request that they conduct orientation sessions for new applicants during F.A.M. Jam! events twice a year
- F.A.M. Jam! Event Group Inc., will create a searchable database for organizers seeking vendors and buskers, as well as vendors and buskers looking for event organizers in Worcester.
- Relevant departments are invited to discuss family services and resources offered by the city
- Free workshops by stakeholders - Facilitators would either volunteer or receive stipend if funding is available. Pending agreement with their department, organization or business they represent.
- Workshops to include rules and regulations for street vending and performing, creative entrepreneurship and financial literacy

Research and Development:

- Calculate the square footage of high foot traffic areas managed by the Worcester Parks and Recreation Department, Department of Public Works & Parks, private property managers and owners, as well as city lakes, ponds and pools.
- Determine the number of vendors that can comfortably operate according to city ordinances. Modify spacing requirements as necessary, pending board approval.
- Designate vending/busking spaces with signs and ground markers based on the ordinances.
- Place vendors and buskers with hosts in high foot traffic areas managed by the Parks Department, Department of Public Works, property management companies, entertainment venues or business owners on street-level who agree to collaborate.
- Applicants can register their businesses as sole proprietors or choose a suitable legal structure according to their offerings and relevant ordinances. Specific terms for private property managers or business owners hosting participating vendors and buskers will be agreed upon separately. We can provide a suggested memorandum of understanding.
- Initiate the project in one area of the city and gradually expand it across Worcester while collecting data on its impact.
- Conduct surveys to gauge interest among hosts (property managers/owners), vendors, and buskers.
- Deploy street teams to recruit applicants with business ideas (vendors) or artistic talents (buskers), inviting them to apply for events hosted by F.A.M. Jam! Event Group Inc., 501c3 and to participate in "The Worcester Renaissance Project."
- Use the map provided by Clark University and the Worcester Research Bureau to develop applicants, place participants and host events. <https://experience.arcgis.com/experience/e79b07f4e5924f6ba133e76fb9e311d0>

History

We have a history of engagement with this project, starting with our president, Geoffrey Killebrew's personal experience as the first permitted black vendor at Elm Park in 2018, according to records from the Parks and Recreation Department. This experience highlighted the inequities in the processes and rules governing street vending and performing, which were not publicly posted, and the lack of proper records. Further research revealed the City of Worcester Cultural Development Plan's goal of reviewing city regulations to make public spaces more accessible for organized events and public art.

While the current Creative Intersections Grant application from the Greater Worcester Community Foundation does not require the use of the Cultural Development Plan, he recognized the need to address the lack of actionable steps within the 1-3-year plan and advocate for the inclusion of artists and entrepreneurs from historically redlined communities in Worcester. To inform our efforts, extensive research has been conducted on historical movements like the Harlem Renaissance, the New Negro Movement, the Black Reconstruction Era, and the Italian Renaissance. Additionally, a comparison was made between processes and rules for buskers and

vendors in locations such as Hampton Beach, Newport Beach, Boston, London, and Harlem, revealing the need for clear and publicly accessible guidelines in Worcester.

Economic Impact:

- Participants have the option to submit a monthly one sheet showing their earnings to validate economic impact. Vending participants will have a reduced rate for tables at the annual F.A.M. Jam! Family Arts and Music Festival. Busking participants may be featured in a talent contest to appear at the flagship event.
- Monthly Membership fee: (rate TBD)
- Tiered pricing for premium street performer and vendor schedule. Not location. (Suggested/negotiable)
- Vendor and busker spaces may be limited by availability and determined by the bid winner. **Or** Complete applications could be considered on a first come basis. General public may apply as a vendor or busker independently of the program. Any individual independent busker could use designated space if nothing is scheduled or a scheduled participant is a no call no show.

Tourism

Furthermore, F.A.M. Jam! will also increase tourism in our city, generating foot traffic that will benefit young buskers and vendors. This influx of visitors will create opportunities for minority artists and entrepreneurs to showcase their products, talents, and services, helping them to generate income and build a sustainable livelihood.

By positioning Worcester as an ideal location for street vendors and performers, we aim to contribute to the local economy, enhance tourism, and showcase the city's cultural diversity.

The Worcester Renaissance Project recognizes the potential of street vending and performing as a means of economic empowerment for underserved communities.

By harnessing the current development, gentrification, and tourism trends in the city, we aim to bring vitality to our streets while showcasing our cultural diversity through street vending and busking. This initiative will keep more dollars within our communities and attract tourists from around the world, supporting the local economy.

At the heart of our project is the goal to foster a more inclusive and vibrant creative landscape within Worcester's arts and culture scene. We firmly believe that Worcester's underserved artistic and entrepreneurial communities play a vital role in shaping the city's culture and driving its economy, particularly in attracting tourism.

By uniting the community in solidarity, championing a creative spirit, and promoting inclusivity, F.A.M. Jam! serves as a catalyst for positive change. Our intent is to establish an environment where artists, street performers, and vendors can thrive, bringing their talents and creations to the streets of Worcester every day, enriching the lives of residents and visitors alike.

Demographics defined

As you may know, our city is undergoing rapid gentrification and development, leaving minority artists struggling to find affordable spaces to showcase their talents and thrive as entrepreneurs. The Worcester Renaissance Project is a response to this urgent need. Through this project, we aim to create a true renaissance in our city by empowering minority artists and entrepreneurs, especially youth and teens.

Cultural enrichment is embedded in the Worcester Renaissance Project. Our vision is to establish and promote Worcester as the best place in New England to start a business as a street vendor or performer for youth, women, and immigrant-owned businesses. We particularly encourage participation from individuals who identify as Black, Latino, Asian, or immigrant from Central Massachusetts. By supporting these groups, the project aims to create economic opportunities and promote cultural diversity in the city.

Through this project, we strive to leverage cultural production as a catalyst for positive change and to boost tourism. Our ultimate goal is to address the challenges posed by redlining, gentrification, development, and empower deprived communities for self-sustainability.

By shedding light on the challenges faced by minority creatives, including obtaining permits, navigating restrictive ordinances, and overcoming stigmas associated with street performers and vendors, we aim to bring about positive change. We recognize the valuable contributions of musicians, handmade goods sellers, visual artists, food vendors, novelty purveyors, and entertainers from diverse backgrounds.

To bridge the racial and economic divide, we are committed to exploring alternative strategies that promote inclusivity and equity. Our approach entails harnessing the power of various art forms, including creative writing, painting, sculpture, theatre, music, and

photography among others. We firmly believe that art provides a powerful platform for minority communities to create meaningful activities and contribute to the vibrancy of Worcester.

Street vendor and performer scheduling:

- The schedule for stadiums, conventions centers, entertainment venues and special events in high foot traffic areas of the city promoted by community organizers would be considered in scheduling street vendors performers at designated locations.
- Collaborate with promoters of these venues and special events to predict and take advantage of foot traffic.

Marketing:

- We ask permission to use Parks Department, DPW, and or City logos on our marketing materials
- Allow sponsors and community partners' logos to be placed on ground markers in designated vendor and busker areas.
- Display marketing materials at the front desk of the Parks Department, providing information on how the public can participate as buskers or vendors in upcoming events organized by F.A.M. Jam! Event Group Inc., 501c3..
- Distribute brochures and flyers in city departments to raise funds for reimbursing collaborating educators and to provide awards (value TBD) to winners of our social media challenges in art, music, and entrepreneurship.
- Request city officials involved in the application process to appear in commercials promoting the "Worcester Renaissance Project"
- Place marketing materials in locations frequented by tourists such as parks, hotels, airports, gas stations, convenience stores, grocery stores, restaurants, salons, barbershops, colleges, libraries, non-profit organizations, museums, hospitals, WPS Schools, DCU Center, Hanover Theater, Mechanics Hall, Woo Sox Stadium, Palladium, local clubs and bars, music stores, music schools, dance studios, art studios etc.

Network:

- Request the Parks Department to serve as a drop-off location for F.A.M. Jam! food drives, coat drives, toy drives, and school supplies drives (specific dates and times to be determined).
- Request relevant city departments to facilitate introductions to property managers and business owners affiliated with the city who may be interested in hosting street vendors or buskers.
- Request relevant city departments to facilitate introductions to potential sponsors, donors, and funding sources.

Park and Street Benefits:

To better understand the needs of the Parks Department and DPW and to align our mission and vision with their goals, I propose initiating a conversation with them. By engaging in this dialogue, we can determine how our efforts can provide meaningful support about what they desire.

Our potential contributions could include:

1. Conducting periodic clean-up events near marked sites of the project to help maintain its cleanliness and upkeep.
2. Infusing marked sites with vibrancy and liveliness, enhancing its overall appeal and enjoyment for visitors.

Youth

A core objective of the project and event series is to provide young attendees with firsthand experiences of how creativity can be integrated into various business ideas. We encourage all our vendors to incorporate activities at their booths that showcase how they utilize creativity in their entrepreneurial endeavors. This interactive approach allows young visitors to witness the intersection of art and business firsthand, inspiring them to explore their own creative potential and fostering an appreciation for the role of creativity in various industries.

Partnering with F.A.M. Jam! Event Group 501c3 Inc, will provide opportunities for these talented young individuals to showcase their skills, talents, and entrepreneurial endeavors. Funds that we raise will be utilized to create affordable spaces for artists to perform, exhibit, and sell their work. This will not only boost the local economy but also provide a platform for these youth to gain exposure, develop their skills, and create valuable networks within the arts and music industry.

By creating an inclusive and vibrant environment for youth to showcase their talents and engage with the community, we hope to inspire and motivate them to pursue their passions and become future leaders.

Youth Intervention

- We will include youth on a panel which reviews vending and performing applicants specifically for the event series and street performers
- Arrange for students to make morning announcements of upcoming events at Worcester Public Schools
- We will organize student volunteers for events
- Youth will be supported to make posters to be displayed in Worcester Public Schools
- Youth will help to promote events on social media
- We will assist students in applying for hawkers and peddlers licenses similar to WPS approved work permits once regulations are revised to include youth as young as 14yrs of age. (similar to Boston)
- Recruit students to volunteer in street teams after school to gauge interest among other youth in historically redlined neighborhoods after school with surveys and marketing material to earn community service credits. Accompanied by CORI'd volunteer chaperone.
- Chaperone volunteers include family members, college students, teachers, and teenage students with CORI. (Volunteers could be paid if funds available)
- This street team will recruit young artists and entrepreneurs from redlined communities interested in becoming street performers or vendors in Worcester.
- Partner with organizations to offer after school workshops in creative entrepreneurship, financial literacy and community service
- District bands, choirs, individual or group performers are invited to participate in contests during a series of events leading up to our annual summer festival held the last weekend of June and Fall festival held the last weekend of October.
- We will search for talent by hosting a series of auditions and pop-ups at schools within the district
- We will distribute backpack fliers in middle and highschool classrooms
- Art workshops will teach youth the value of their creation and how to display their artwork, receive feedback and potentially sell. We want to show them that they can go through the process of finishing something.

Mentorship - create a list of community mentors that would be willing to help minority youth prepare to showcase and sell their creations during F.A.M. Jam! events in 2024. Categories include:

- **Food** - Pair young food creators with a mentor who has servsafe licensed kitchen in order to prepare culinary creations to sell
- **Music** - Pair youth with a vocal/instrumental/stage presence coach coach; Music Director to prep bands for a live performance; or a studio (engineer/producer)
- **Art** - Pair youth with an experienced artist to prepare their visual or digital art for performance or display

- **Fashion** - Pair youth with fashion designers who can help in garment prep and models
- **Beauty** - Pair youth with a licensed barber, stylist or esthetician who wants to display hair nails or make up

Monthly Community Event Series

We envision a series of monthly F.A.M. Jaml community events leading up to our annual festival, which celebrates the intersection of arts, entrepreneurship, and family services. These events will provide a platform for our community members to support participating artists and entrepreneurs as they launch their businesses on the streets next year.

Each of these events will feature a diverse range of vendors, including nonprofit organizations, arts education initiatives, financial literacy businesses, new startups, and handmade item creators. These events will serve a dual purpose of conducting various fundraising initiatives, all while offering clothing, food, or toy drives to support local communities.

We prioritize working with schools, colleges, and churches to engage young artists and entrepreneurs, as well as adults who are eager to support their community. These venues often provide gyms and access to potential volunteers, vendors, and performers.

Participants in the event are not required to participate in the project leading to placement on the street. Signing up for the project is optional. However, those who would like to participate in the project can use the event as a way to prepare to launch their business on the street by participating in relevant workshops, performing or selling merch.

Event series timeline

Tentative Dates: 2/10/24, 4/27/24, 6/29/24, 8/31/24, 10/26/24, 12/21/24

Location: Elm Park Community School

Entry Donation: \$5

Time:

Set up 10am/Break down 6p

Workshops 12P-2P: could consist of...

- Street Vendor Application/Rules/Regulations
- Vendor table set up ideas
- Street performer Performer Application/Rules/Regulations
- Busker set up ideas
- Creative Entrepreneurship
- Business structures
- Financial literacy
- Housing Resources
- First time homebuyers
- Legal services (family, criminal)
- Food resources
- Insurance (health, life)

Main Event 12p-6p

Vendor types

- Food vendors
- Art, crafts and makers
- Youth owned
- Start up business
- Existing businesses
- Family Services
- Arts educators
- Financial educators
- College and career
- (DJ and hosts TBA)
- shout outs to sponsors and family resource providers
- Announcements of upcoming events

Entertainment 3P-4P

Performances 5-6pm

- Visual artists (digital or
- Performing artists (individuals, choirs, bands, poetry, dance, comedy)

Stakeholders are willing:

- **Discover Central Mass** - to provide promotion by advertising events on their site and amongst their membership
- **Massachusetts Office of Travel & Tourism** - to provide promotion by advertising events on their site and amongst their membership
- **Superintendent's Office** - to provide work permits for youth as young as 14yrs to obtain hawkers and peddlers license; targeted outreach students, parents and educators; introductions to wrap around coordinators across district
- **Worcester Police Department** - to provide Hawkers and peddlers license with a fee. While they don't have any precedent or written regulation for young applicants, they are willing to provide a license to youth as young as 17yrs old with a signature from a guardian in addition to adults.
- **Downtown BID** - to provide advice; help with markers; introductions to small business owners, private property owners who would be interested in hosting a busker or Vendor; find funding sources
- **Mass MOCA** - advisor
- **Additional stakeholders include** - Financial institutions, small business owners, non profit organizations, private funders, community activists, community organizers, seasonal vendors, buskers, residents of Worcester and abroad.

Measurable outcomes

- Signed MOU's with stakeholders
- F.A.M. Jam! Event Group Inc., 501c3 team expanded
- Funds raised for project and events
- Events held
- Rules and regulations revised
- Additional spaces designated with markers displaying stakeholder and sponsor logos and QR code
- Vendors and buskers scheduled and placed
- Vendors and buskers marketed and promoted
- Vendors and buskers report earnings to prove economic impact

Your partnership with F.A.M. Jam! Event Group would play a pivotal role in promoting Worcester as the best place for aspiring street vendors and performers. Your support would not only contribute to the economic empowerment of our community members but also showcase Worcester's cultural diversity and bring vitality to our city streets.

In our pursuit of a new cultural vision for Worcester, we are embracing innovative technology, social media, and organized infrastructure. We recognize the importance of data collection and measuring outcomes to ensure the long-term success and impact of our movement. By implementing a scalable framework, we aim to establish a lasting legacy and make history.

Data Collection Methods:

Participant Surveys: We will administer surveys to program participants to collect self-reported data on their income levels, family size, and other relevant socio-economic information. These surveys are confidential and used solely for program eligibility and impact assessment.

Collaboration with Local Agencies: We will collaborate with local government agencies, nonprofit organizations, and social service providers that already have data on individuals in need within the Community Development area.

Program Serving Low- to Moderate-Income Population:

Our program is designed with a clear focus on serving and impacting the low- to moderate-income population within the Community Development area. Here's how we achieve this:

Targeted Outreach: We employ targeted outreach strategies to reach individuals and families who meet the low- to moderate-income criteria in historically redlined communities. This includes working with the Superintendent's Office Of Worcester, advertising in community centers, local newspapers, and online platforms frequented by the target population. The map shared by Clark University and The Worcester Research Bureau will help to guide this outreach.

Tailored Programming: Our program offerings are designed to address the specific needs of low- to moderate-income individuals and families. We will collaborate with organizations that provide relevant services such as job training, financial literacy education, and access to affordable housing resources.

Community Engagement: We actively engage with the community to gather feedback and input, ensuring that our program remains responsive to the needs of low- to moderate-income individuals. By collecting accurate data, employing targeted outreach, and tailoring our services to the unique needs of the low- to moderate-income population in the Community Development area, our program is dedicated to making a positive and lasting impact on the lives of those we serve. Our commitment to transparency and accountability ensures that we can demonstrate our effectiveness in serving this vital segment of the community.

Empowerment of Underserved Artists and Entrepreneurs: Provide affordable spaces and opportunities for local artists and entrepreneurs, especially those facing financial constraints, to exhibit, perform, and sell their work during F.A.M Jam! Events and designated places in high foot traffic areas of Worcester.

Cultural Revitalization: Foster a sense of cultural pride and creative expression, countering the effects of gentrification and displacement in our community.

Community Building: Create a safe, inclusive space for youth and families to come together, celebrate cultural diversity, and build a stronger sense of belonging.

Goals:

Empowerment: Provide at least 200 local artists and entrepreneurs with a platform to showcase their work, with a focus on youth and underrepresented groups.

Community Engagement: Attract a diverse audience of at least 5,000 attendees over the series of events.

Economic Impact: Generate income and exposure for local artists and entrepreneurs, with an estimated economic impact of \$250,000 on the community.

Mental Health and Well-being: Create a positive and inclusive atmosphere that promotes mental well-being and a sense of belonging among attendees.

Tourism: Increase tourism by at least 20% during the festival weekend which culminates our project, benefiting local buskers, vendors, and businesses.

Impact: The impact of F.A.M. Jam! on beneficiaries and the community is profound:

- **Beneficiaries (Youth, Artists, Entrepreneurs):**

- Gain exposure, experience, and income from their artistic and entrepreneurial endeavors.
- Build valuable networks within the local arts and music community.
- Develop confidence and self-esteem through showcasing their talents.
- Access resources and mentorship to support their creative and business aspirations.
- **Community:**
 - Fosters a vibrant local arts and culture scene, contributing to a stronger sense of community identity.
 - Provides families with an affordable and enriching weekend activity.
 - Increases awareness of mental health issues and provides a supportive space for attendees.
 - Boosts local tourism, benefiting businesses and residents alike.
 - Inspires collaboration and self-sustainability, aligning with the festival's vision.

**“The Worcester Renaissance Project”
Executive Summary
Phase 1**

1.) Overall mission statement

Mission:

Our mission is to create easier access to rules and fees, fostering greater transparency and equity in the vendor application process. We aim to develop and assist minority street vendor and performer applicants, ensuring their placement in high foot traffic areas managed by the city of Worcester, thus increasing tourism and their chances of success.

Vision:

Our vision is to develop, establish, and promote Worcester as the premier location in New England for starting a business as a street vendor and performer and for tourists and locals to experience what they have to offer.

2.) Year 1 goals

- **Develop list of minority street vendor and performer applicants from historically redlined communities:** by making applications available online, targeted outreach through social media and sphere of influence to recruit participants, hosting workshops and auditions
- **Host an epic event series:** every 2 months that serves as an incubator for minority street vendor and performer applicants as they prepare to launch their businesses in Worcester streets and parks over the next 1-3 yrs. Events would also feature family service providers and activities.
- **Host workshops during events:** covering the new street vendor/performer application process, creative entrepreneurship and financial literacy. Provide them with up to date rules and regulations to start a business as a street vendor or performer
- **Help new and returning street vendors or performers get placed in high foot traffic areas of the city:** by working with the Parks Department and DPW to designate additional spaces for vending and performing, creating more opportunities
- **Place markers in high foot traffic areas to schedule street vendors and performers:** Activate these spaces with a QR code that links to a schedule and map available online for locals and tourists alike. Markers would include logos of partnering sponsors and stakeholders.
- **Remove barriers hindering their success such as excessive fees and prohibitive ordinances:** by advocating for change through petitions at city hall and meeting with decision makers of relevant city departments

- **Change the stigma of buskers from panhandlers to professionals:** by showing them how to register for an EIN, obtain hawkers and peddlers license, obtain permit from parks department, find location then schedule and promote their appearance
- **Help performing artists and entrepreneurs from historically redlined communities:** start businesses as street vendors and performers
- **Increase tourism:** by promoting Worcester as the premier destination in New England to experience street vendors and performers through Discover Central Mass and the Massachusetts Office of Travel & Tourism
- **Contribute to local economy:** as locals and tourists patronize our participants, then subsequently file taxes
- **Revitalize City Parks and streets:** with diverse culture, products, services and performances

3.) Year 1 Strategy and timeline:

Week 1-2: Initial Setup

Identify High Traffic Locations:

- Work with the Parks Department to pinpoint the 10 initial locations based on foot traffic, accessibility, and safety.

Draft Schedule:

- Create a preliminary schedule considering peak times (10 am-2 pm and 5 pm-9 pm).
- Allocate 1-hour slots for each performer, ensuring variety in performance types to attract diverse audiences.

Week 3-4: Pilot Phase

Recruit Initial 10 Performers:

- Reach out to local performers who express interest in participating.
- Provide information about the project, the \$50 permit fee, and the initial schedule.

Obtain Permits:

- Guide the performers through the permit application process.
- Facilitate communication with the city parks department to ensure smooth permit acquisition.

Month 2-3: Feedback and Refinement

Collect Feedback:

- Gather feedback from performers, audiences, and city officials regarding the pilot phase.
- Identify any issues and areas for improvement.

Refine Schedule:

- Adjust the schedule based on feedback.
- Consider extending hours or changing time slots to accommodate more performers.

Month 4-6: Expansion

Add New Performers:

- Open applications for new performers to join the project.
- Gradually increase the number of performers to 20, utilizing the feedback received.

Negotiate More Spots:

- Leverage the success of the initial phase to negotiate for additional spots with the city.
- Emphasize the positive impact on local culture and the economy.

Month 7-9: Scaling Up

Scale to 30 Performers:

- Continue the pattern of adding more performers every few weeks.
- Work with city officials to secure more spots as the project gains traction.

Month 10-12: Consolidation and Future Planning

Evaluate Progress:

- Assess the overall success of the project.
- Gather data on audience engagement, performer satisfaction, and financial impact.

Plan for the Future:

- Based on the evaluation, strategize for the upcoming year.
- Advocate for a more streamlined permit process or reduced fees for performers.

By the end of the first year, with a carefully managed and gradually expanding approach, we should be able to achieve our goal of 60 performers and 60 spots. We will maintain open communication with all stakeholders and be adaptable to changes based on feedback and evolving circumstances.

3.) Team and description of the teams experience

- **Fundraising team** - writing grants, sponsors, fundraising efforts
- **Event volunteers** - set up, break down, guides
- **Talent board** - review busker applicants
- **Street team** - canvass with fliers and collect data through surveys
- **Promotional Team** - Social media, radio interviews, newspaper/magazines, community boards,
- **Networking Team** - attend networking events/ groups, set up 1/1's with decision makers within sphere of influence (WPS schools, colleges, Art/Music/Dance organizations, museums)
- **Scheduling team** - connects vendors and performers with gigs
- **Workshop facilitators** - cover the new street vendor/performer application process, creative entrepreneurship and financial literacy

5.) Street Vendor and performer equity:

- Fees for hawkers and peddlers licenses required by the State of Massachusetts and the City of Worcester to register their businesses may be covered by F.A.M. Jam! Event Group Inc., 501c3 based on available funds and demonstrated need.
- Participants will be responsible for fees related to liability insurance, food, vendor and busker permits
- Request the Parks Department to establish a transparent process for resolving complaints and outlining terms of probation
- Create a dedicated website featuring an online application for vendors and buskers participating in "The Worcester Renaissance Project."
- advocate for more than one vendor to be permitted at city parks per season
- advocate for no fee for buskers
- advocate for permitted vendors and buskers to keep their spots during special events in city parks and streets or be reimbursed for lost income if required not to appear during hours specified on their permit
- advocate for permitted vendors and buskers to operate past dusk until at least 9pm
- advocate for the season for vendors and buskers to be extended until 12/31 annually

- advocate for permitted vendors and buskers to receive access and authorization to load and unload their vehicle in city parks if needed without an additional fee as this does not require city staff assistance

Education:

- Request representatives from each relevant department to participate in video tutorials on street vending and busking in Worcester. Videos to be posted on our social media. Videos used as a tool to promote Worcester as the ideal place to become a busker or vendor and for tourists to experience their offerings.
- Request representatives from each department involved in the permitting process to conduct a workshop on the process of becoming a street vendor or busker in the city of Worcester during a series of events hosted by F.A.M. Jam! Event Group Inc., 501c3. They would meet and greet new or returning applicants, explain their department's role in the process, rules, regulations and guidelines and answer questions. This would include:
 - **Police Department** - Hawkers and Pedlars License/ Sound Permit
 - **Inspectional services** - Food Permit
 - **Parks and Rec** - Park Vending and busking
 - **DPW or any other department relevant for permitting and licensing for street performance or vending**
 - **Cultural Development Department** - address their role in facilitating change of the vendor and busker process
- F.A.M. Jam! Event Group Inc., will create a searchable database for organizers seeking vendors and buskers, as well as vendors and buskers looking for event organizers in Worcester.
- Relevant departments are invited to distribute information for family services and resources offered by the city
- Free workshops by stakeholders - Facilitators would volunteer pending agreement with their department, organization or the business they represent.
- Workshops to include rules and regulations for street vending and performing, creative entrepreneurship and financial literacy

Research and Development:

- Identify the high foot traffic areas managed by the Worcester Parks and Recreation Department, Department of Public Works & Parks, private property managers and owners, as well as city lakes, ponds and pools.
- Determine the number of vendors that can comfortably operate according to city ordinances. Modify spacing requirements as necessary, pending Parks Department approval.
- Designate vending/busking spaces with signs and ground markers based on the ordinances.

- Schedule vendors and buskers in high foot traffic areas managed by the Parks Department, Department of Public Works, property management companies, entertainment venues or business owners on street-level who agree to collaborate.
- Educate applicants on how to register their businesses as sole proprietors or choose a suitable legal structure according to their offerings and relevant ordinances. Specific terms for private property managers or business owners hosting participating vendors and buskers will be agreed upon separately. We can provide a suggested memorandum of understanding.
- Initiate the project in one area of the city and gradually expand it across Worcester while collecting data on its impact.
- Conduct surveys to gauge interest among hosts (property managers/owners), vendors, and buskers.
- Deploy street teams to recruit applicants with business ideas (vendors) or artistic talents (buskers), inviting them to apply for events hosted by F.A.M. Jam! Event Group Inc., 501c3 and to participate in "The Worcester Renaissance Project."
- Use the map provided by Clark University and the Worcester Research Bureau to develop applicants, place participants and host events. <https://experience.arcgis.com/experience/e79b07f4e5924f6ba133e76fb9e311d0>

5.) Specific ask

- An MOU giving F.A.M. Jam! Event Group Inc., 5012c3 permission to place markers on designated sidewalks, walkways, parks or parking lots in high foot traffic areas of Worcester managed by the The Parks Department and DPW to schedule street vendors and performers. Activate these spaces with a QR code that links to a schedule and map available online for locals and tourists alike. Markers would include logos of partnering sponsors and stakeholders.
- All fees received from city vendors and buskers due to their participation in this project to be directed to F.A.M. Jam! Event Group Inc., a registered 501c3 organization. A portion of the proceeds will be dedicated to clean up of designated areas, supporting applicant development, workshops, and organizing F.A.M Jam! events. We kindly request a limited non-compete agreement from the city to ensure the project's viability.

Hello, my name is Geoffrey Killebrew, resident and father of 2 here in Worcester.

I've been a vendor at Elm Park off and on since 2018, operating under the name of Eden's Slime Sundaes and kid car rides. My offerings included ice cream, snacks, drinks, hotdogs and renting out toy cars for kids to drive. Additionally, I offer make and take activities, play cultural music and offer instruments for the community to play along. I won the 2023 concession and novelty bid to return as the vendor at Elm Park.

I am also president of F.A.M. Jam! Event Group. 501c3. Our mission is to host events in support of artists and entrepreneurs from historically redlined communities, and bring awareness to other organizations that serve youth and families.

Because of the recent discriminatory practices, inequitable processes, antiquated rules, ordinances and regulations regarding street vending and performing, I started a community initiative under my non profit called the "Worcester Renaissance Project." My intention is to work with city officials towards equity and transparency for street vendors and performers. This is in alignment with II.4.G of Worcester's Cultural Development plan under the purview of Worcester's Cultural Development Division, Department of Public Works & Parks (DPW&P). Then develop new vendor and performer applicants, educate them on the process of starting a business as a street vendor or performer and get them placed in high foot traffic areas throughout Worcester to impact tourism and benefit from current gentrification. This initiative serves as both an economic and cultural development plan, revitalizing our city streets and attracting tourists from around the world.

My hope is to gain clarity by discussing the past, present, and future rules and regulations regarding Street vending and Street performance, outline challenges, offer solutions, resulting in agreement to develop a signed memorandum of understanding with the Parks department for our F.A.M. Jami's "Worcester Renaissance Project."

Actionable requests

- What is the process to amend current regulations for Hawkers and Peddlers license to include approval of youth as young as 14 yrs old with a work permit provided by the superintendent's office? Boston has this opportunity for youth.
- What is the process to amend the regulation which requires vendors to be out of parks at dusk to 9pm regardless of the season?
- What is the process to have the season to be a vendor extended to 12/31 annually?
- What is the process to change the current practice to allow more than one vendor at a park per season?
- What is the process to have vendors permitted with a flat rate vs. a bid? This process is inherently inequitable.
- What is the process to consider a revision to the job description for the parks staff to include supporting daily vendors by observing them while they load and unload? They would not be required to physically help. A reasonable time limit and a speed limit could be given to vendors.
- What would be the process to request that vendor fees cover access, authorization and staffing to load and unload?
- What is the process to request a copy of the agreement from 1987 that outlined the terms with Park Spirit for them to receive fees for vendors?
- What is the process to request that a list of violations and fines be publicly posted for vendors and performers to be aware of before applying?
- What is the process to request a public information session specifically for daily vendors and buskers before applying?
- What is the process to request a revision of the regulation that allows Special Event Organizers to deny the presence of permitted vendors, to allow vendors to keep their seasonal spots during special events?
- What is the process to revise regulations to allow subcontracting?
- What is the process to request that the 2024 busker fee and permit policy be rescinded?

“Is Worcester vendor and busker friendly?”

Access Authorization and staffing to Load and Unload

- Are vendor trucks and vehicles prohibited in the parks?
- When was this rule made?
- Do you ever approve of them?
- Which types are allowed?
- How often do harmful incidents occur with special event vendors who load and unload in city parks?
- How often do harmful incidents occur with daily vendors who load and unload in city parks?
- Has there ever been an incident that requires this rule for daily vendors?
- Was there ever an incident resulting in harm when I loaded or unloaded at Elm Park?
- Where is it written that there is a difference between a *daily vendor* and a *special event vendor* which gives them permission to load and unload in the park?
- Where is the line item specifically for authorization access and staffing of \$60/hr/day for daily vendors to load and unload? I was given permission personally from the Parks Manager, Scott Merin, to load and unload my truck as long as I parked on the street. This worked without incident or harm. But then I was told I couldn't by the Parks Department secretary.
- Could daily vendor fees cover access, authorization and staffing to unload trucks? If a special events organizer can have access for their vendors with the fee for their event, the same should go for daily vendor fees for the season.
- Couldn't the safety check of a daily vendor loading and unloading be included in the scope of a park employee's work? As a daily vendor, it doesn't even take an hour for me to unload. When I arrive, they are usually in the building next to the park. Sometimes they are driving trucks or cutting grass. I really don't require their help at all, but if it's for "safety's sake," they may need to monitor the area when I drive in for a moment, then once more when I leave. It really doesn't require much of their time or attention for a daily vendor.
- Where does it say in **their contract** that they need to be present for a daily vendor to load and unload in the park?
- Where does it say in the **vendor application** that park staff is needed for daily vendors to load and unload in the park?

Sound complaints

- My sound permit from the police department was from 11am-9pm
- Do neighbors generally complain when special event organizers host events with live bands or radio Dj's with complete sound systems and stages? i.e STart on the street (multiple bands) World Smiles Day (WXLO Dj) etc.
- How is this handled?
- Were there any other sound complaints this season at Elm Park, or were they just about me playing music from an ipad through a portable speaker?

Agenda requests

- Recently when I have asked to be on the agenda, I have been told "there will not be another follow up to this email." What caused this change in tone? This finality in response makes me reluctant to trust the transparency in asking questions for clarity.
- Is it a requirement that requests to appear before the parks department be made in a specific format? At one point I was told that a request needed to be sent simply by email, then formally on letterhead, and then another time on a word document instead of a PDF, and lastly in whichever form is easiest for me. This process has been inconsistent.
- When is the deadline for requests to appear before the Park commissioners meeting? For my last appearance, they were due by Friday with no time indicated. At a previous meeting I was informed that they were due by 3:30 on a Tuesday. This process has been inconsistent.

Missed Meetings

- At September's meeting, I was informed that I missed meetings where I was placed on the agenda. Could you please provide a list of those dates?
- How was I informed that I was on the agenda?
- What is the typical process to confirm requests on the agenda? At times I am not informed, other times I have to reach out to confirm, other times I am informed without asking.

Park Spirit

- Prior to 2023 did street vendor applicants pay a fee to the City of Worcester *or* give a donation to Park Spirit? It was unclear as to whether I was paying a fee or had the option to donate at a chosen level.
- How were funds used?
- How did Park Spirit come to be the partnering 501c3 to receive donations of fees for vending?
- When was this agreement made?
- By whom was this agreement signed?
- Why did this arrangement change?
- Could I see a copy of the former agreement and terms?
- When I initially presented my community project to the current Chief of Staff and the City Manager when they both were interim, in a meeting with the Assistant Parks Commissioner, I was told that I was asking for a contract and that the city did not do that. However, Park Spirit, a nonprofit organization, has had a relationship with the Parks Department since 1987. To be a vendor at Elm Park, I was writing my checks to Park Spirit. What is the difference in consideration for Park Spirit and F.A.M. Jam! Event Group Inc., 501c3?
- Where do vendor fees go now?
- I applied for a festival grant that they had on their site but never received a determination. What happened to my application?

Street Vendor fees and Rate Schedule

- Prior to 2023 who set the vendor fees and donation?
- Could you provide a visual representation of the metrics used to determine prices per park prior to 2022?
- Prior to the bid process in 2023, what scope of permitting was afforded for \$50 vs. \$500 vs. \$1,000 donation? At one point I was informed that there were different levels of fee/donation.
- Prior to Thursday 5/27/22, what rate schedule or metrics were used to determine the increase in fee/donation for me, from no cost in 2018 to \$500 in 2022?
- What was the process of informing the public of changes to the vendor application, process, and rules prior to Thursday 5/27/22? I do not have any documentation of an invite to an information session. I have never attended one.
- How has the fee or donation rate schedule for vending in Worcester Parks changed from 2018 to 2023?
- Could you provide a visual representation of the metrics used to determine how the minimum bid prices for concession in 2023 were determined?
- Could you provide a visual representation of the metrics used to determine how minimum bid prices for novelty in 2023 were determined?

- Why did vending get split into 2 categories, concession and novelty for 2023?
- Why isn't it just a vendor regardless of what they do?
- What will the new rate schedule be for 2024?
- If a vendor resigns from a park could someone pay for that park or would they have to wait until the following year? Only 10 out of 27 were bid on in 2023.
- Could there be a rolling bid or application process for use of an unclaimed park after deadlines?
- Could the fee for the remaining park(s) be prorated?

Price Probation:

- Is a list of violations and fines publicly posted for vendors to be aware of before applying?
- Were probation terms publicly posted prior to Thursday 5/27/22?
- Can you provide a fee schedule for complaints/probations prior to Thursday 5/27/22?
- Does the parks commissioner have the authority to place a street vendor on a "probation"?
- How is "probation" defined?
- What offenses and terms of probation are publicly posted?
- Could they be publicly posted going forward?
- As vendors are not required to change their price if someone complains, what was the purpose of the probationary period for me?
- How was my \$50/bi-weekly fee determined during this probation ?
- Was this fee punitive according to the complaint or was it the start of being charged a fee/donation for use of the park? It was not made clear.
- If this was the fee for use of the park in 2021, why did it go to \$500 after the complaint in 2022? I had no further complaints.
- In an email, the Parks Department secretary said it was possible that I could be charged an annual fee of \$50 for use of Elm Park for the year but she was unsure.
- Are there variable probationary fees associated with levels of complaint, or is it \$50 regardless of the complaint type?
- Are there variable probationary periods based on the level of complaint?
- If I am not required to change my price, why would a complaint of my price warrant probation, fee, appearance before the commissioners, and non-renewal for the rest of 2019?
- What determined that my probation was completed? No further complaints of price? I was not obligated to change my price, so I am unclear about the purpose of this process for me. I never re-appeared in front of the board for the bi-weekly review as the commissioners were unsure of the process. This meeting was recorded.

- What is a vendor required to do if someone complains about pricing?
- Are there particular criteria or rubrics vendors must meet in customer satisfaction?
- What would they be?

One vendor

- Why is there only one vendor at a park at one time?
- Are there any parks that allow more than one vendor?
- Could there be more than one vendor at larger parks going forward?

Permitting at additional parks

- How many locations can one vendor be permitted for annually?
- Could you please list the fee for each of the parks wherever vendors are permitted?
- Are there any parks where vending is not allowed?

History of my vendor permit dates and hours of operation

- 2018: 8/3/19 - 12/31/19, 8am - 9pm - *no fee*
- 2019: 8/5/19 - 9/5/19, 8am - 8pm; 10/6/19 - 11/30/19, 8am - 6:30pm - *no fee*
- 2020: Did not apply due to COVID pandemic
- 2021: 7/16/21 - 8/1/21, 3p-8p; 8/2-8/31; 9/1/21-9/30/21 10/8 11/30 8am - 7pm /\$50 bi-weekly for 6 weeks due to probation
- 2022: Did not operate. While I was following the process in good faith to find out how my raise in fee was determined, my requests were continually tabled. My application was considered incomplete and the opportunity was given to Moe's food truck.
- 2023: Once I made the city manager aware that there was no rate schedule and prices were being made up, the opportunity went to a bid process. I had to outbid anyone else for the spot at Elm Park, effectively paying the most anyone has ever paid to be there.

Shortened hours

- In 2018 my permitted hours were 8a-9p, 2019 8a-8p, then 8a-6:30p same year. In 2021 3p-8p, 8a-5p, then extended to 7:30 by email per Parks Commissioner. If the only complaint was my price, why were my hours of operation shortened at this meeting?
- Are shortened hours part of the typical probation? My hours were never subsequently cut as short as was initially offered at the meeting in 2021. We negotiated longer hours. Additional hours were approved by email.
- Are shortened hours, as a consequence, publicly posted?
- I started in fall of 2018, would this not have been a "trial period" before the "probation" In 2021?
- How long is the typical trial period? Is this publicly posted?
- Ending at "Dusk" was never explained or enforced until this year. This is shown by my permitted times above.

Dusk

- This regulation creates hardship for vendors as this is the peak time for sales.
- What time is dusk? It fluctuates from season to season.
- When did this rule come about and why?
- Could the regulation that ends vending at dusk be revised to 9pm instead? Parks like Elm Park close at 10pm. Residents are often still present until the park closes.
- What is the process to have this regulation changed? I was informed that this was beyond the purview of the board.

Vending season

- What is the process to revise this new season end date of 10/31 and return it to 12/31 as in past years?
- The fair weather season goes beyond October 31. As a previous vendor at Elm Park, I have seen foot traffic go well into November and up until at least Dec. 1. My permit has gone until 12/31 in the past.
- After paying unusually high fees due to the new bid process, vendors should be able to continue their offerings as long as weather is not inclement or under city/state advisory not to be in public spaces. This would be helpful to recoup vendor fee and operational costs.

Previous Vendors:

- Could you provide a historical timeline of vendors at Elm Park prior to 2022?
- What were the starting and ending dates for the previous vendor (Elm Park Food Truck)?

- What were his permitted hours and season dates each year?
- How much did Elm Park Food Truck have to pay (donate) yearly to operate?
- How did he get to name his truck after the park?
- What process did the "Elm Park Food Truck" go through in order to name his truck after the park? This shows the level of confidence he had in the investment of his business as an annual vendor. I would like to have the same confidence in order to budget and promote my annual return to serving the Elm Park community. This opportunity is inconsistent between myself and him.
- Did he complete an annual application with an appearance before the Park Commissioners Board for review?
- Did the previous vendor Elm Park Food Truck start with a trial period? How long was it?
- Were there any complaints against him?
- How were they handled?
- How was his rate determined?
- Was it \$1,000 or \$1,400? An email from the secretary said \$1,000 but an email from the Assistant Cultural Development Officer said \$1,400.
- Was his fee gradually increased between or was it always the same?
- Was he ever on probation with the Parks Department?
- Did he ever have shortened hours or have to pay a fee as a result?
- Did he ever have to reach out to special event organizers to appear at special events held at Elm Park?
- Did he usually have permission to appear at those special events held at Elm Park?
- Did he usually comply when told no? When F.A.M. Jam! Event Group 501c3 held our annual Family Arts and Music Festival at Elm Park, he refused to pay our vendor fee when asked, taunted me while I was promoting, then showed up anyway. I was not given a directive of what to do in this case. I advised my participants to focus on serving the community and not to engage with him.
- What would happen if he appeared without permission at other events? I was told by other special events organizers that they experienced similar challenges with him.
- I was informed that there was a black owned concession vendor by the name of Carl Paisley who operated a hot dog cart for 7 yrs at Elm Park prior to Elm Park Food Truck. Can you confirm this?
- Do you have any information or documentation about Carl's experience? Fees, complaints, probation, schedule etc?

Demographics of approved/denied applicants

- How many current vendors across the city did the Parks Department and DPW have for 2023?
- Has this been an increase or decrease in applicants from 2022?
- Could you provide a list of approved and denied *concession vendor* applicants over the last 5 yrs?
- Could you provide a list of approved and denied *novelty vendor* applicants over the last 5 yrs?
- Could you provide a list of approved and denied *busking applicants* over the last 5 yrs?

Recent vendors

- Did Moe's Food Truck start with a trial period? How long was it?
- What was the process and fee for Moe's truck to become a vendor? As I was following the parks department process to clarify where my price of \$500 came from in 2022, and hoping to still be a vendor, I was consequently tabled and his application was approved.
- Which date was his application approved?
- Which dates and hours were his park permit for?

Vendor offerings

- Were hot dog carts previously permitted?
- What caused this to change?
- When did this change?
- Is it possible to allow prepared food from carts again at Elm Park?

Prepared food at approved parks, pools, ponds and lakes

- Which parks allow only *prepackaged food*?
- Which parks allow *prepared food* by vendors?
- Which parks allow fruit carts/stands?
- Which parks allow food/drinks/icecream to be prepared onsite?
- Which parks allow novelty vendors?
- In regards to my specific vendor offerings, which of the 60 parks could I be permitted for in addition to Elm Park?

Truck vs. Push Cart vs Stand

- What is the difference in ordinances between a vendor truck, push cart or stand?
 - This year, people who posted up on park benches on the Russell St. side of the park, were informed by park employees that they were allowed to vend because they were "on the street."
 - How is it that "Elm Park food truck" could operate from the street and be considered a vendor with a fee, but now that I am a vendor in the park and paying the most that anyone has ever paid to be there, others are able to vend from "the street" (park bench) without having to pay?
- ### **Business structure**
- Is it mandatory for vendors to be registered as a sole proprietor or can they be an LLC?
 - Could a non profit organization apply to be a concession/novelty vendor?
 - Was the Elm Park Food Truck an LLC or Sole proprietor?
 - Are these rules and regulations intentionally designed to keep vending as a part time business?

Employees

- Did the previous vendor Elm Park Food Truck have employees?
- Could vendors sub contract?
- Boston's vendor application states that vendors as young as 14 yrs old could have a hawkers and peddlers license. Worcester doesn't have any regulations regarding youth vendors. Could I sub-contract them?
- I was informed by the licensing division in Boston that I could have other vendors permitted under me instead of employees. This could create entrepreneurial opportunities for youth in the summer and empower them with their own hawkers and peddlers license. Even if they didn't have a business idea at the moment they could be permitted and learn how to do it under me in the future.
- Would a subcontractor have to have their own insurance or could they operate under mine?

Administrative vs. Board vs. Commissioner:

- Who is part of the administration when administrative decisions are made?
- Regarding vendors, which decisions are handled by the board vs. decisions by the commissioner?
- Who approves vendor applicants? The board, administrators, or parks commissioner alone?
- Prior to 2023, should the parks commissioner have made decisions about changes in my permitting, probation and fees alone or should this have been a board decision?

Special Events

- Could the requirement for vendors to reach out to special event organizers be changed? This puts vendors and special event organizers in an awkward position of conflict. At times vendors are allowed. Other times they are asked not to appear, to amend their offerings or give them away for free. This is inequitable as they have already paid to be there for the season.
- Going forward, daily vendors should be allowed to keep their places during a special event. It is not fair to the vendor who has paid city permits for the season to be shut down, told to give their offerings for free or told to restrict certain offerings. The daily vendor has nothing to do with the special event that is being held. Brick and mortar businesses are actually paid revenues lost by organizers if special events require them to be shut down. It's enough to have to deal with rainy days, but also having to compete with special events creates further hardship as special events are typically held on weekends which are the most profitable for vendors.

Busking

- According to the new ordinances, a permit is required from the Parks Department \$50/ 2 weeks?
- Where do the funds go?
- Would this apply to street preachers? As speeches are a type of performance. This may be infringing on freedom of speech.
- If a group wanted to apply, would each individual have to pay?
- If a choir wanted practice in the park or a few friends wanted to jam in a public space, would they have to pay? Or is it only if they are collecting donations or selling merch?
- Is there a penalty or fine for busking without a permit?
- Why is there a limit of 2 weeks? This would be \$1,200 for the year.
- Are there limits on the hours with the permit?
- At a public meeting on May 26, 2022, the assistant parks commissioner said that busking is not allowed in the parks.
- According to the Buskers Guild Project from 2013, Elm Park was named as a place for busking amongst other city parks.
- <https://www.schoolandcollegeistings.com/US/Worcester/346262818794015/iamtheprocess-studios>
- <https://www.telegram.com/story/news/local/east-valley/2013/09/26/faking-music-to-streets/42911281007/>
- According to this site a permit is required and it costs \$1. New regulations were adopted on August 31, 1995.
- <http://www.buskersadvocates.org/saaregulations2.html#Worcester>
- A community member/musician was informed that they would need an itinerant musician permit required from city hall. I was informed by the Worcester Police Department that it is not.
- Could permitted street performers be registered as a business entity?

- Could they sell items in addition to receiving tips with a hawkers and peddlers license?

Buskers and Vendors near Public Pools, Ponds and Lakes

- What is the current process to place buskers or vendors at any of the public pools and lakes managed by the parks department?
- Musicians or a DJ could keep the music at a minimum level to be in compliance so as not to distract from whistles being heard for the safety of the swimmers. They could also coordinate with the DJ to make announcements. There is an opportunity to engage with the community by having vendors (novelties/makers/family services) and performers (buskers) in grassy areas or in parking lots within a reasonable distance. There could be a vendor on site that sells food, drinks, snacks, novelties to enjoy at the lake or pool.

High foot traffic areas

- Where are the high foot traffic areas of the city managed by the DPW and Public Works where busking and vending is permitted?
- Where are the high foot traffic areas of the city managed by the DPW and Public Works where busking and vending is prohibited?
- What is the process to have certain prohibited areas reconsidered and revised to include vending and busking?
- If we calculate square footage per city ordinance, we could safely place vendors and schedule buskers according to their offerings so as not to obstruct walkways.

Timeline of Personal Experience as a Vendor:

2018:

- Elm Park Vendor application approved directly by commissioner with no fee.
- Only silime making was allowed, and cars were not permitted.
- Verbal permission from the Parks Commissioner to have one day for cars in the future at the end of season.
- Started planning F.A.M. Jam! Family Arts and Music festival for summer 2019 to have one day for cars.

2019:

- Applied for festival and vendor permits, with the festival date approved for June 29th.
- Informed the owner of Elm Park Food Truck about the festival, but he refused to pay.
- Festival rained out and rescheduled for July 4th.
- Elm Park Food truck appeared at the festival without paying a fee.
- Kid cars were added to seasonal permits after the festival, approved directly by the Parks Commissioner.
- Vendor permit was not renewed in September without an official explanation.
- Started asking why but got no answers by email and in person.
- Finally, unofficially informed over the counter that a complaint was made about my pricing.
- Was not given next steps.

2020:

- Did not apply due to the pandemic.

2021:

- Elm Park Food Truck was not present at the beginning of the season.
- Unofficially informed over the counter that the food truck owner retired.
- Obtained a food permit from the health department.
- Requested appearance before the commission for vendor permit and festival.
- Quorum for approval of the festival and vendor permit was not held until a few days before the festival in June.
- Festival postponed to the last week of September.
- Was charged a fee during the probationary period due to anonymous price complaints.
- Complaint was dismissed without clear answers.
- Received an email in October 2021 answering detailed questions about the park's history and probation process.

2022:

- Requested a vendor application on March 1st but received it on April 8th via email.
- New application had changes, including a shortened season from April 1st to October 31st each year.
- Informed of a fee/donation of \$500 by email, with no mention of a payment plan or explanation of changes or charges.
- Renewed food permit from April 1st to December 31st.
- Parks meeting on May 26th mentioned a possible payment plan for the \$500 fee, although I was never charged a vendor fee to my knowledge. Only the \$50/week during the probation period.
- Vendor spot given to Moe's Food Truck.
- Inquired about a current vendor at Elm Park during a special events licensing meeting.
- Applied for a grant from Park Spirit to cover the festival fee. They never responded to the grant request.
- Informed that the previous vendor, Elm Park Food Truck, paid/donated \$1,400.
- Learned about a new bidding process for vendors, which was not publicly announced.
- Questions raised during the meeting were tabled, and I handed printed emails and supporting documents to the chairwoman.

Impact of Inconsistent Seasons and Process:

- Loss of sales, stress, and anxiety.
- Negative impact on reputation and credibility.
- Costs of supplies, research and development, insurance, and storage rental.
- Loss of equipment, such as Power Wheels cars and tools.
- Expenses for marketing and graphic design.
- Impact of COVID-19 and two years (2020,2022) of not being able to operate.
- Sweat equity in setting up equipment daily and ensuring children's safety during activities.
- Inconsistency affecting taxes, budgeting, and projections.
- Difficulty in keeping commitments to the youth in the community, leading to embarrassment and event postponements or non-participation as a vendor.

By addressing these inconsistencies and providing a more transparent and consistent process, vendors like myself would have more confidence and stability, allowing us to fulfill our commitments to the community and operate our businesses effectively.

I can back up any of the inequities and inconsistencies of processes I have mentioned by emails between myself and the Parks Department. Below is an example. Here is a list of questions previously answered by email from a Parks Department secretary in 2021 which I feel show discriminatory practices. There are many others that can be provided.

1. How many complaints were made? – **There were two complaints not this year**
2. When were the complaints made? Date/Time? – **The complaints were made the first year you started vending unfortunately it was phone calls and we did not keep a record of it.**
3. By whom were the complaints made? Multiple people? Anonymous? – **The complaints were made by phone no information was taken on the people that made the complaints.**
4. Could you list the details of each complaint? – **Parents were upset that their kids left the park crying because they couldn't afford to pay for the car rides, and since it's next to the playground it entices kids to want to ride the cars.**
5. What was the process used for receiving these complaints? Email/Phone Call/Walk-in/Word of mouth/Confidentially?
- **Phone**
6. Why was I not made aware of these complaints in writing immediately? It has taken 2 years to resolve this matter. – **We didn't wait 2 years fact of the matter is that Covid happened and we did not have meetings for a long time, and once you made the new request for the new year and we started having meetings we brought you in. (*I actually requested to be on the agenda. I can prove that)**

7. In the future, could I be made aware of complaints immediately in writing, then given a chance to address and repair incident with person/people making the complaint? – **We can notify of there is a complaint but we can't give out people's information unless they want us to.** (*I was not given a chance to defend myself from allegations)
8. Would a complaint of price normally warrant an appearance before the board? – **No, prices are set by the vendor**
9. What should one do if someone complains about pricing? Would I be required to change my price? – **Pricing is up to you, you will not be required to change any pricing**
10. Are there specific violations or complaints that lead to a board appearance? What are they? – **Any complaints can lead to going in front of the Parks Commission**
11. How many locations can one vendor be permitted at annually? – **I believe the max has been 2 but fees will apply seperately for each location**
12. How much would it cost per park? – **Fees vary based on the location and duration**
13. Would you be able to provide a historical timeline of previous vendors at Elm Park? I would like to make a documentary on the history of vendors and only this department would have that information. As an entrepreneur and community organizer, this is a very unique and historic opportunity that I take with sincerity. I have been researching the history of the park and Worcester. – **Looking at what we have available there's only been one Food vendor at Elm Park and he was there from 2009 to 2018.** (*This needs to be fact checked. I was told when I first applied that he was there for 20-30yrs. This was confirmed by people in the Elm Park community. I am almost certain he remained until 2021.)

14. Will my new \$50 annual renewal donation offered in the previous email change again? I have donated a total of \$150 during the probationary bi-weekly review due to the alleged complaint about my pricing, whereas I was not required to donate before. Given the opportunity, this is very reasonable, I just want to be certain that it will not change again going forward. – **As I stated before fees vary and I believe the \$50 fee was based on the fact that you had limited days and times.**

15. The pandemic has had a major impact on the mental health of children and families in our community. The socially distant outdoor activities I offer provide a creative outlet and opportunity for them after the general working hours of 9am-5pm. I disinfect the cars between rides as pictured on the cover of the T&G. I provide free hand sanitizer and wipes to customers. I follow gathering guidelines as announced publicly and welcome customers to wear masks as they approach my area. I am personally vaccinated. I noticed that the hours of the new permit were reduced to 5pm. Could I be permitted until least 7:30p? – **I agree and I understand, and I think it's wonderful that you are protecting yourself and others. I will speak to my boss to see if there is a possibility of extending it until 7:30 PM**

We negotiated 5 hrs daily from 3pm-8pm. I have not been assessed a fee to date. The permit was approved without a fee. A fee of \$50 every 2 weeks comes to \$100 a month. I would be willing to pay this for the assurance that I could operate during Elm Parks open hours in the fair weather months outlined in the application. In order to cover the cost of insurance, supplies, hawkers peddlers license and the park fee, I would need to be permitted daily during the park's open hours. This is important to keep in mind for when it rains and I am unable to work. **1) We did not negotiate anything, the Parks Commission approved you for 5 hours. 2) The fee is not negotiable if you can pay it for the dates and times approved you may have a permit if you can't we will not get a permit.** (*Mr. Antonelli was not at this meeting. The video shows the negotiations.)

We agreed that if another event organizer is permitted, the parks department would have them reach out to me to see if we could work together. I would be happy to work with any other permit holder as I only occupy space next to the playground. **1) We did not agree to reach out to you every time there is a permit it will be up to you to reach out to us and the event organizers to ask for permission to be part of their event.** (*I have never wanted to be part of an event. I want to maintain the space that I pay the city for the season.)

I work during the school year as an instructional assistant at Burncoat Middle School while pursuing a degree in education. I am newly engaged and expecting a son in December. Operating daily throughout the fair weather months gives me the opportunity to provide for my family in a unique way while having a positive impact in the community. Additionally, I have the potential to offer summer jobs to youth in the community. **This is all great, Congratulations, but it does not affect the standard vending permit process.**

Being the first minority vendor in the last 20 years, despite the challenges, is historic in and of itself while at the first city park in the United States. It also serves as a way to promote Fam Jam - Family Arts and Music Festival which annually supports artists and entrepreneurs in underserved communities like those around Elm Park. I want to show my daughter, other youth and families in the community that they can accomplish their dreams through creative collaboration, being patient with people and persistent with the given process. **I understand all of this and that is also great, but we have a standard process that we follow and we want to be consistent with that to make it fair for anyone applying. We are not saying no you can't use the park we are saying you have been approved for the two week trial and thereafter a review not by the Parks Commission board but by our department. (*Keep in mind, I started in 2018)**

That being said, we will give you a vending permit for you to start the two weeks on Friday and once the two weeks are up we will internally review and reassign another two weeks if deemed permissible.

My Requests as a Street Concession and Novelty Vendor at Elm Park for 2024:

1. **Permit Extension:** I kindly request an extension of my permit to vend at Elm Park until December 31, 2024, with operating hours from 9am to 9pm. Going forward, I would appreciate the opportunity to have yearly permits rather than week-to-week or month-to-month approvals. I aim to serve the Elm Park community with the same scheduling privileges as the Elm Park Food Truck owner, who was able to retire after over 9 yrs of years of service according to Parks records. 20+ according to community observation.
2. **Consistent Agreement:** I would like to continue the same agreement made with the Parks Commissioner in 2018, which allowed me to vend at Elm Park without any vendor fee/donation *or* based on an accurate price according to a rate schedule from 2018 to 2022. However, I have been unable to find such a rate schedule. For 2023, I noted the absence of a publicly posted rate schedule or an announcement regarding the bidding process until April 3, just two days after the season began, and only one week before the deadline. While the bid due date was later extended, an information session from the Parks Department was not provided.
3. **Enforcement:** I request reimbursement of the \$150 I paid bi-weekly for the "price probation." Following the probationary period, I was informed via email that vendors are not required to change their prices. However, a bi-weekly review was not conducted with the Parks Commissioners. Parks Commissioners themselves were unsure about the probation process and the need for bi-weekly meetings.

By addressing these requests, I would gain the confidence needed to plan and promote my presence at Elm Park as a concession and novelty vendor. This opportunity will not only allow me to support my family but also leave behind an inspirational legacy of creativity within the community.

2023 Bid Application questions

This bid form was long and confusing because it was not designed for street vending. It was a state form for vendors in general. This process was highly inequitable and not in alignment with II.4.G of the Cultural Development plan which aims to simplify the application process for street vending. The season was shortened to April 1 - Oct 31. The bid didn't go live until April 4th. I petitioned to have the bid deadline extended because the public was not made aware or given enough time to participate. I had to go down to the Purchasing Department at city hall to have the purchasing director walk me through the entire application. One vendor said he felt like he needed a lawyer to fill out the form. Another said that I was crazy for bidding so high because I wouldn't make my money back. Unfortunately, he was right. Another said that he was done dealing with the parks department at this point because of "Too many regulations." Below are the questions I had for the form.

- Under "General" 2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ None must accompany this bid. - In 2022 Rob Antonelli told me in a meeting with Eric Batista and Amy Perterson that I could have made payment installments to the price that he quoted me of \$500 in 2022. This price was not quoted from a rate schedule. Payment options were not communicated by email when the secretary first told me about the new price for me to be a vendor at Elm Park last year. In fact, I was not given the option to make payments. While following the process of appearing before the parks commission to gain clarity on the process, they allowed someone else to make an offer and gave the spot to him while tabling my questions for the entire year. I was not informed of their intention to allow someone else to make an offer. My permit was specifically and only for Elm Park as I am not a food truck vendor but more of a "stand." His permit was for the entire city because he has a food truck. He did not spend much time at Elm Park. Once he "made his money back" from the park, he spent more time in other parts of the city. This was a lost opportunity for me after I invested in materials to operate specifically at Elm Park like the "Elm Park Food Truck."
- When is payment actually due?
- Could I make payment installments?
- **8 (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.** I was put on a "probation" from the parks department in 2021 because someone complained about my pricing in 2019 which was just \$5 for a kid car ride. I would also offer special deals for combinations of a popsicle or snack with a ride when I added

food to my permit 2021. When I asked the Parks Department secretary, I was informed that vendors set their own prices. I did not increase my price. Or does this refer to the bid price I pay to be a vendor?

- **9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.** I have several emails asking the Parks Department when the new bidding process would start. I was finally informed that the bid went live on April 3rd by email. New applicants did not have the opportunity to ask questions prior to the bid going live.
- Does this refer to when the application went live on April 3rd?
- Or does this mean when I start as a vendor if approved?
- Does this apply to any changes to my offerings and terms of the bid?
- Which existing specifications of terms and conditions can be changed?
- **15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. Time reserved for the award is ninety days.**
- Are these my prices to customers or the bid price that the city is charging me?
- What does F.O.B. mean?
- Does this mean that the city has 90 days to make a decision? This would reduce the season to operate by 3 months.
- **16. In case of error in the extension prices quoted herein, the unit price will govern.**
- What is an extension price?
- What does unit price refer to in this context?
- **17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.**
- Could you please clarify what this means?
- Does this apply to concession and novelty vendors?
- **19. Awards will be made to the bidder quoting the lowest net price in accordance with specifications.**
- Is this referring to a quote made to the city for services rendered or for vendors who are selling to the public?
- What is a net price in this context?
- **22. The contractor will not be permitted to either or underlet the contractor, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City.**
- I was advised by the Worcester Police Department to get my hawkers and peddlers license in Boston because it was only a few more dollars to get my license for the state of Massachusetts. While there, I was informed that I would not technically have to have employees, but that I could have people under me who are also permitted with their hawkers and peddlers

license. This could empower others to be able to go out on their own in the future while learning under me. In Boston, vendors could be as young as 14 yrs with a work permit from the superintendent. This could mean summer entrepreneurship for youth.

- Is underletting the same as subcontracting?
- Could this be approved by the written consent of the City Treasurer and of the Purchasing Agent of the City?
- When would it be due in regards to "previous"?
- **23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a Legal Holiday)**
- Could you clarify what it means to give a bond?
- If I give a check, does this mean this is when the check should clear?
- Am I also required to give a bid security?
- If I used a check, does this mean that I would be required to pay even if I didn't respond in time?
- **24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid is accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form when submitting a bid. Bidder must sign and return complete forms.**
- Could you please clarify "The City shall constitute part of the contract of purchase?"
- **25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants, or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.**
- What would be the situation for money being due to a vending contractor?
- **28. AUTOMOBILE LIABILITY INSURANCE – Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limits, of \$ 1,000,000.00 (all owned, hired and non-owned autos).**
- Whereas I do not use a food truck but a "stand" or "cart," would I need to provide proof of auto insurance?
- **29. COMPENSATION INSURANCE – Contractor shall furnish the City of Worcester with certificates showing that all of his or her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.**
- I do not currently have employees, but could I hire later on in the season with proof of insurance as a direct employee?
- Could I provide proof of workers comp insurance later on when I decide to hire or "sub contract" those licensed under me with their own hawkers and peddlers license?

- 30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for any one of his employ during the execution of the contract.
 - Is this same as general liability insurance or an additional insurance?
 - 31. Prior to starting on this contract, the Contractor shall deposit with the contracting officer certificates from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
 - Does this mean that the certificates of insurance do NOT have to be submitted at the same time as the application?
 - Could they be submitted after the application deadline?
 - 32. Except as may be otherwise stated herein, the Contractor shall also carry bodily injury and property damage insurance in amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engage in this contract.
 - Is this separate from general liability insurance?
 - As I would not be operating a food truck, but may rent a truck to arrive with necessary material to operate for the day, would I have to provide proof of this type of insurance?
 - This information may not be available prior to the truckvan rental which would be after the application is submitted and approved.
 - 33. Prompt pay discounts will be considered when determining the low bid except when prompt pay discounts are for a period of less than 30 days. In this event prompt pay discounts will not be taken into consideration when determining low bid.
 - Could you clarify what a "Prompt pay" is regarding vending?
 - 34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.
 - Does this apply to concession and novelty vendors?
 - If so, how?
 - 36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification.
- Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the

right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.

- Could you clarify how this applies to concession and novelty vendors?
- **37. The contractor shall familiarize himself with the location and facilities for storage.**
- Does this mean that I could use the facilities at Elm Park for storage of my materials to operate there? This would be very helpful for loading and unloading.
- **38. The City, through its Purchasing Division, reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.**
- Does this apply to concession and novelty vendors?
- **39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.**
- Does this apply for all concession and novelty products and sources?
- What if I decided to use a different source for my products?
- What kind of analysis are you looking for?
- Is there a template or form that is traditionally used?
- What information would you want on the analysis?
- **40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.**
- Does this mean I need to give samples of ice cream, snacks and drinks?
- I also offer kid car rides and novelty toys. Would I need to also provide examples?
- When in the process is this due?
- **41. The representative of the City taking the samples, shall be given the opportunity, while sampling, to affix his signature to the delivery slip each item represented in his sample.**
- Where would I find a delivery slip?
- Is there one that is traditionally used by the city?
- When in the process does this take place?

- 49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term “responsible bidder” means “a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance...”
- What does a lowest responsive bidder mean?
- 50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees...
 - Does this mean that I can subcontract?
 - **GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY**
 - What is a surety company?
 - Does this apply to concession and novelty vendors?
 - **F.I.D. Number of bidder** _____
 - What is this?
 - **BID SECURITY \$** _____
 - What is bid security?
 - Am I able to increase my bid?
 - If so, how?
 - The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:
 - As a sole proprietor, would this be me for both?
 - This Bid includes addenda numbered _____
 - What is an addenda number?
 - **TERMS, PROMPT PAY DISCOUNT** _____ % 30 DAYS, NET 45 DAYS.
 - Could you please clarify what information goes here?
 - **(N.B. PLEASE REFER TO SECTION NO. 34 RELATIVE TO THE DELIVERY)**
 - Could you please clarify?
 - Completed bids for the following mobile concessions for the 2023 Season will be received at the Purchasing Department, Room 201, City Hall, Worcester, MA 01608. You may also email completed bid documents to of
 - Technically, I was not considered a mobile concession by the health department and the Parks department. I operated inside the park from a "stand." Does this apply to me?
 - State qualifications, references, and veteran status, also verified residence. Applicants must be 21 year of age or over. Specifications are available at the purchasing department, Room 201, City Hall, Worcester, MA. Including

minimum bid acceptable. I meet the age requirements as an applicant, but could I have employees or others subcontracted with their own hawkers and peddlers license under me? In Boston, vendors can be as young as 14 yrs.

- **Food bids (not limited to ice cream, hot dogs, drinks, etc.) and Novelty (not limited to wears and toys) bids are two separate bids.**
- **PRICE LIST MUST BE INCLUDED WITH BID.**
- Could I add or remove items later if an item is not popular or if a new item is in demand?
- Change my prices if my cost for goods increases?

From: Morin, Scott <[REDACTED]>
Sent: Tuesday, December 26, 2023 1:44 PM
To: Cahill, Daniel <[REDACTED]>; Simone, Joseph <[REDACTED]>
Cc: Antonelli, Robert C. Jr., Parks Asst. Comm. <[REDACTED]>; Tomaino, Jeffrey <[REDACTED]>
Subject: RE: Homeless camps

They are located in the wood behind Homeplate up the hill in the woods
(baseball field)

From: Cahill, Daniel <[REDACTED]>
Sent: Tuesday, December 26, 2023 1:41 PM
To: Morin, Scott <MorinS@worcesterma.gov>; Simone, Joseph <[REDACTED]>
Cc: Antonelli, Robert C. Jr., Parks Asst. Comm. <[REDACTED]>; Tomaino, Jeffrey <[REDACTED]>
Subject: Re: Homeless camps

Sounds good. We will spread the word. Where are they located in Lake Park? By the baseball field or where they have been in the park.

Get [Outlook for iOS](#)

From: Morin, Scott <[REDACTED]>
Sent: Tuesday, December 26, 2023 1:40:07 PM
To: Cahill, Daniel <[REDACTED]>; Simone, Joseph <[REDACTED]>
Cc: Antonelli, Robert C. Jr., Parks Asst. Comm. <[REDACTED]>; Tomaino, Jeffrey <[REDACTED]>
Subject: RE: Homeless camps

Dan,

We can send a couple staff to Newton and everyone else to Hadwen, Newton should go pretty quick and they can meet the rest of the crew at Hadwen.
I will have staff from Hope there also.

Scott

From: Cahill, Daniel <[REDACTED]>
Sent: Tuesday, December 26, 2023 1:37 PM
To: Morin, Scott <[REDACTED]>; Simone, Joseph <[REDACTED]>
Cc: Antonelli, Robert C. Jr., Parks Asst. Comm. <[REDACTED]>; Tomaino, Jeffrey <[REDACTED]>
Subject: Re: Homeless camps

Which locations would you like to start with? Newton and Hadwen? I'm not sure you will be able to get them all done that day.

Dan

Get [Outlook for iOS](#)

From: Morin, Scott <[REDACTED]>
Sent: Tuesday, December 26, 2023 1:33:58 PM
To: Cahill, Daniel <[REDACTED]>; Simone, Joseph <[REDACTED]>
Cc: Antonelli, Robert C. Jr., Parks Asst. Comm. <[REDACTED]>; Tomaino, Jeffrey <[REDACTED]>
Subject: RE: Homeless camps

Dan,

We can have a crew ready for Saturday morning.

Scott

From: Cahill, Daniel <[REDACTED]>
Sent: Tuesday, December 26, 2023 1:33 PM
To: Morin, Scott <[REDACTED]>; Simone, Joseph <[REDACTED]>
Cc: Antonelli, Robert C. Jr., Parks Asst. Comm. <[REDACTED]>; Tomaino, Jeffrey <[REDACTED]>
Subject: Re: Homeless camps

Scott- give us a date when you can get crews to remove, and we will notify the occupants of the tents that they will have to vacate by that day. Do you think you can do some this weekend? Do you have to wait until next? Let us know.

Thanks,
Dan

Get [Outlook for iOS](#)

From: Morin, Scott <[REDACTED]>
Sent: Tuesday, December 26, 2023 1:23:58 PM
To: Cahill, Daniel <[REDACTED]>; Simone, Joseph <[REDACTED]>
Cc: Antonelli, Robert C. Jr., Parks Asst. Comm. <[REDACTED]>; Tomaino, Jeffrey <[REDACTED]>
Subject: Homeless camps

Good afternoon Dan & Joe

We currently have 2 new sites at newton hill, 3 new sites at lake park, Hadwen park, has the one that we know of and there is 4 new sites from what I am hearing pretty big down by the water. Once we clear these sites up we should plan on Green hill clean up.
Please let us know when we can address.

Thank you Dan & Joe,
Happy New Year,

Scott

Scott Morin

Director of Maintenance, Parks & Cemetery, CPO

Department of Public Works & Parks | Office of Parks, Recreation & Cemetery Division

City of Worcester | 50 Officer Manny Familia Way, Worcester, MA 01605

[REDACTED]

E: [REDACTED]

www.worcesterma.gov

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City of Worcester
Customer Service Request System
Work Order

Number: 2077518
Priority: STANDARD
Status: Closed

Request: DIS Task Force Homeless Encampment

Description: From Tuesday 12/26 : QoL rechecked this location, two unsheltered site in rear of baseball field. left notices regarding the Parks Dept. cleaning the area on Saturday

Location: **Primary:** 600 HAMILTON ST
Routes: Plow Route: H09 Sweep Route: 14 Sanitation Route 1

Intake: **Entered by:** SimoneJ **Date / Time:** 12/27/23 8:08 am

Intake Script:

Question	Answer

Requestor:

Activity Log:

12/27/23	08:08AM SimoneJ	Intake
12/27/23	08:08AM SimoneJ	Automatic E-mail Sent Automatic call notification sent to CahillD@worcesterma.gov
12/27/23	08:08AM SimoneJ	Automatic Routing
12/27/23	08:08AM SimoneJ	Assigned To Individual Automatically assigned to user who entered the call
12/27/23	08:08AM SimoneJ	Closed At Intake he
12/27/23	08:08AM SimoneJ	Accepted Automatically accepted

City of Worcester
Customer Service Request System
Work Order

Number: 2077915
Priority: STANDARD
Status: Closed

Request: DIS Task Force Homeless Encampment

Description: QoL rechecked this location. Unsheltered sites still active but no individuals there a this time.

Location: **Primary:** 600 HAMILTON ST
Routes: Plow Route: H09 Sweep Route: 14 Sanitation Route: 1

Intake: **Entered by:** SimoneJ **Date / Time:** 12/29/23 12:12 pm

Intake Script:

Question	Answer

Requestor:

Activity Log:	12/29/23	12:12PM SimoneJ	Intake
	12/29/23	12:12PM SimoneJ	Automatic Routing
	12/29/23	12:12PM SimoneJ	Automatic E-mail Sent Automatic call notification sent to CahillD@worcesterma.gov
	12/29/23	12:12PM SimoneJ	Assigned To Individual Automaticly assigned to user who entered the call
	12/29/23	12:12PM SimoneJ	Accepted Automatically accepted
	12/29/23	12:12PM SimoneJ	Closed At Intake he

**SITE TO BE CLEARED
SATURDAY 12/30/23
PER PARKS DEPT.**

**PLEASE REMOVE ALL
PERSONAL
BELONGINGS.**

**Please utilize shelters at 25 Queen St
and 611 Main St.**

Antonelli, Robert C. Jr., Parks Asst. Comm.

From: Parks
Sent: Tuesday, January 30, 2024 9:50 AM
To: Antonelli, Robert C. Jr., Parks Asst. Comm.
Subject: FW: Agenda Item

Importance: High

-----Original Message-----

From: David Webb <d@vidwebb.com>
Sent: Monday, January 29, 2024 6:31 PM
To: Parks <Parks@worcesterma.gov>; 311 <311@worcesterma.gov>
Subject: Agenda Item

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

Hello,

Please include this email as an agenda ITEM for an upcoming parks meeting.

I am seeking clarification on the requirements to submit an item, as there was some ambiguity at the January meeting created when Commissioner Chacharone expressed interest in a response requirement for emailed item submissions.

As discussed in the last meeting, it seems that they are

- A) At least 72 hours in advance
- B) Via email
- C) To "Parks@worcesterma.gov"
- D) With the subject of "Agenda item"
- E) Reply satisfactorily to any followup requests sent by the Parks Commission

My questions to the commission on this matter are 1. Is this accurate? If not, which letter is not a submission requirement?

2. Was this publicized published or announced anywhere other than the January Parks Commission Agenda?

3. If someone sends an attachment that the commission is unable to read due to either employee or technical issues, is the email itself sufficient communication that they would like to be on the agenda or are there additional requirements?

Please confirm receipt of this email, and what date/time this item will be on the agenda.

Thank you,
David



ASSISTANT COMMISSIONER'S REPORT:

1. General:

- Sports Permit Presentation
- Grant Applications –
 - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
 - Land & Water Conservation Fund Grant – University Park - Awarded
 - Land & Water Conservation Fund Grant – Great Brook Valley - Submitted
 - PARC & LAND Grant Program – Sever Street – Awarded
 - Commonwealth of Massachusetts Grant Award for Elm Park - Awarded
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - NA
- Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – NA
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – NA
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
 - Coes Pond – NA
 - Columbus Park –
 - NA
 - Cookson Park – NA
 - Cristoforo Columbo (East Park) –
 - NA
 - Crompton Park – NA

- Dodge Park – NA
 - Elm Park – NA
 - Newton Hill - Update
 - Fairmont Park – NA
 - Farber Field – NA
 - Grant Square – NA
 - Great Brook Valley Playground – NA
 - Green Hill Park Renovation – NA
 - Green Hill Farm
 - Community Gardens
 - WWI
 - Greenwood Park – NA
 - Hadwen Park – NA
 - Harrington Field – NA
 - Harry Sherry Field (S. Worcester) - NA
 - Holland Rink - NA
 - Holmes Field - NA
 - Indian Hill Park – NA
 - Indian Lake Beach – NA
 - Institute Park – NA
 - Walkway Design
 - Salisbury Pond - NA
 - Kendrick Field – NA
 - Knights of Columbus – NA
 - Korean War Memorial – NA
 - Lake Park – NA
 - Lake View Playground – NA
 - Logan Field – NA
 - Morgan Landing – NA
 - Mulcahy Field – Update
 - Oakland Heights Playground – NA
 - Providence Street Playground – NA
 - Ramshorn Island – NA
 - Rockwood Field – NA
 - Salisbury Park (Bancroft Tower) – NA
 - Shale Street Playground – NA
 - Shore Park – NA
 - Spillane Field – NA
 - South Worcester Park - NA
 - Tacoma Street Playground – NA
 - TY Cobb – NA
 - University Park – NA
 - Vernon Hill – NA
 - Wetherall Estates (Duffy Field) – NA
 - 149 West Boylston Drive - NA
 - Winslow & Pleasant – NA
 - Aquatic Master Plan – NA
 - Open Space and Recreation Plan – NA
 - North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
 - Art-in-the-Park – Request to keep Artwork in Elm Park - NA
 - Dog Park, Licensing & Control of Dogs – NA



- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA
 - Forestry Operations –
 - Tree City USA - NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 26, 2024
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – NA
 - Capital Improvement Program – NA
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA
 - Summer Youth Employment Program – Update
 - Aquatics – NA
 - Christian’s Law – NA
 - Recreation Worcester - NA
 - Holiday Tree – NA
 - Worcester Common Ice-Skating Rink - Update
 - Waterfowl in Park – NA
 - Out-to-Lunch – NA
 - Trash – NA
 - ESCo – NA
 - Park Permits –
 - Sports Permit Presentation
 - Access/ ADA – NA
 - Mobile Concession/ Food Truck - NA
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA
 - Misc. Information –
 - NA
- Golf Course:
 - Fees & Policies - NA
 - Golf Course Donations - NA

PARKS AND RECREATION COMMISSION MEETING

Thursday February 1, 2024 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

Virtual with Teams

ASSISTANT COMMISSIONER'S REPORT

GENERAL



**CITY OF WORCESTER
DEPARTMENT OF PUBLIC
WORKS & PARKS;
PARKS, RECREATION &
CEMETERY DIVISION**

**2024 SPORTS APPLICATION
(PERMIT) MEETING**

**PARKS & RECREATION ADMINISTRATIVE
OFFICE CONTACT INFORMATION**

50 Officer Manny Familia Way (Green Hill Park)

Worcester, MA 01605

Main Office # (508) 799-1190

Office Fax # (508) 799-1293

Parks@worcesterma.gov



The City of
WORCESTER

HOW DO I GET A SPORTS APPLICATION (PERMIT) ?



- City Website www.worcesterma.gov/parks/permits-licensing
- Contact the Parks Administration Office at (508) 799-1190
- Request a Parks Permit or Questions: Parks@worcesterma.gov
 - In-Person (Parks Administration Office)

Parks Administration Office Hours

Monday - Friday: (Excluding Holidays) 9:00 AM to 3:30 PM



TWO TYPES OF SPORTS PERMITS

- SPORTS APPLICATION (PERMIT) (Athletic Fields or Athletic Courts)
- SPORTS TOURNAMENT APPLICATION (PERMIT) (**New Application for 2024**)



SPORT PERMIT SCHEDULING

Scheduling Priority will be the following

1. City of Worcester Schools (K-12)

2. Youth Leagues Resident (Non-Profit)

3. Youth Leagues Resident (For Profit)

4. Youth Leagues Non- Resident (Non-Profit)

5. Youth Leagues Non-Resident (For Profit)

6. Adult League Resident

7. Adult Leagues Non-Resident

8. Single Day Use

SPORTS PERMIT SCHEDULING

Season	Application Submitting Deadline
Spring April 1 st to June 30 th	March 1 st
Summer July 1 st to August 31 st	June 1 st
Fall September 1 st to Thanksgiving Week	August 1 st

All sport leagues/organizations need to inform the Parks Office when their season ends and any unused days that were originally schedule

SPORTS PERMIT



2004 SPORTS TOURNAMENT APPLICATION (PRIORITY)

Name of Requested Facility: _____
 Name of Year Organization: _____
 Name of Applicant: _____
 Applicant Address of Application: _____
 Primary Phone #: _____
 Tournament Dates: _____
 Set up time & Break time: _____
 Staffing will be determined by the results of each tournament, and it will be determined by Parks Administration.

A MAXIMUM OF 30 DAYS BEFORE THE TOURNAMENT DATE MUST BE SUBMITTED WITH APPLICATION. PLEASE ALLOW UP TO 30 DAYS FOR PERMIT TO BE PROCESSED.

DAY OF TOURNAMENT CONTACT PERSON (IF DIFFERENT FROM ABOVE APPLICANT)
 Contact Name: _____
 Cell Phone: _____
 Character Tournament to include: _____

*A tournament is defined by the Massachusetts Attorney as a series of games or contests that take up a single unit of participation (not on a pre-established golf course), the championship playoffs of a league or conference, or an international event.
 Are you presenting this tournament? Yes _____ No _____
 Have you ever had a similar permit? Yes _____ No _____
 Estimated number of participants: _____
 Will you be changing volunteers or staff any time at this tournament? (You may need a number of volunteers during) Yes _____ No _____
 Are you a non-profit organization with a 501(c)3? Yes _____ No _____
 Liability Insurance Policy Number: _____ (Please supply a copy of the liability policy)



www.worcesterma.gov/parks/permits-licensing

SPORT PERMIT FEES REVIEW

- All sports permits will require a deposit of \$45.00 when submitting application to your hold date(s). No permit will be approved if there is an outstanding balance

Non-Profit Organization:

- Field & Court Fees for non-profit organizations: \$22.50/HR for off peak hours prior to 6:00 PM. \$45.00/HR for peak hours after 6:00 PM.

For Profit Organization:

- \$45.00/HR for peak hours prior to 6:00 PM & \$90.00/HR for peak hours after 6:00 PM.

SPORT PERMIT FEES REVIEW

- Discounts do not apply for staff cost for Non-profit or Profit Organizations
- Discounts may apply for Non-profit organizations that submit their 501C3 Application. **(No discounts for staff fees)**
- Synthetic fields fee is \$150.00 per hour with a minimum of two hours

Electrical Fee: \$30.00 per hour. If a staff electrician is needed the fee will be an additional \$60.00/HR with a minimum of 4 hours. **(No discounts for staff fees)**

Refund Policy

The City of Worcester Department of Public Works & Parks: Parks, Recreation, & Cemetery Division will not issue any refunds for permits due to weather conditions. All we be determined on an individual basis. Sport organizations will be given the opportunity to call and change the date 24 hours prior to the assigned date.



The City of

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DPW & PARKS DIVISION FEES

- \$60.00 per hour for staff – minimum 4 hours per staff
- \$45.00 Non-Refundable down payment to hold dates
- **Electrical Fee**: \$30.00 per hour. If a staff electrician is needed the fee will be an additional \$60.00/HR with a minimum of 4 hours.
- **Portable Stage**: Stage is not accessible. Stage Size is 24' (L) x 24' (D) x 4' (H)
Stage Fee: \$960.00 for setup & breakdown

(No fees waived for staff or Portable Stage)

SPORTS TOURNAMENT APPLICATION



Department of Public Works & Parks
 Parks, Recreation & Community Centers
 200 Old State House
 Worcester, MA 01602
 Phone: 508-853-1100
 Fax: 508-853-1101

2024 SPORTS TOURNAMENT APPLICATION (PERMIT)

Name of requested facility: _____ Today's Date: _____
 Name of your organization: _____ Website: _____
 Name of applicant: _____ Email: _____
 Applicant Address of Applicant: _____ CITY: _____ STATE: _____ ZIP: _____
 Primary phone #: _____ Alternate phone #: _____
 Tournament Dates: _____ Start Time: _____ End Time: _____

Set up time & start time: _____ Installation Date & End Time: _____
 Staffing will be determined by the needs of each tournament, and it will be determined by public administration.
**A note of your tournament request must be submitted with applications.
 Please allow up to 30 days for permits to be processed.**

DAY OF TOURNAMENT CONTACT PERSON (IF DIFFERENT FROM ABOVE APPLICANT)
 Contact Name: _____
 Cell Phone: _____
 District/Department or Office: _____

Is this tournament to be held on a public street?
 Yes No If yes, please provide a copy of the following:
 - A statement of liability by the insurance provider/district as a holder of a permit or contract that makes up a single unit of competition (as an individual golf tournament, the championship playoffs of a league or conference, or an individual event)
 - Are you providing the tournament? Yes No If no, how are you providing?
 - Have you ever had a similar permit? Yes No If no, estimated number of participants: _____
 - Will you be changing sidewalks or setting any items in this tournament? (You may need a Number 8 Pallets loaded) Yes No

Are you a non-profit organization with a 501(c)(3)? Yes No If no, please provide a copy of your organization's liability insurance policy number _____ (Please supply a copy of the following)

SPORTS TOURNAMENT APPLICATION FEES REVIEW

- Non-Synthetic Fields fee is \$950.00 per field per day. **This fee includes (1) one park staff member & trash clean-up for (4) four hours towards the end of permit event.**
(Additional fees may apply based on permit needs or request)
- Synthetic Fields is \$2,200 per field per day. **The fee includes (1) one park staff member & trash clean-up for (4) four hours towards the end of permit event.**
(Additional fees may apply based on permit needs or request)

Trash Removal & Disposal

The trash removal and disposal fee will start at \$400.00 and will increase based on the size of the tournament. This fee does not include facility clean-up .

An additional minimum fee of \$240.00 will be charge for City staff to pickup trash throughout the facility depending on event size.

Additional fees will apply if trash is left behind and not removed from the park if you specified on the permit, you were removing your own trash.

(There are will be NO discounts for trash removal/disposal fees)

SPORTS TOURNAMENT APPLICATION FEES REVIEW

- All sports tournament application (permits) will require a deposit of \$125.00 when submitting application to your hold date(s). No permit will be approved if there is an outstanding balance
- There is an additional \$125.00 Administration fee for permit changes
- Staff fees will apply to tournament events as deemed necessary by the DPW & Parks Division at a rate of \$60.00/HR, minimum of 4 hours per day, per staff assigned to event. **(There will be No Discounts for staff fees)**
- Electrical Fee: \$30.00 per hour. If a staff electrician is needed the fee will be an additional \$60.00/HR with a minimum of 4 hours **(There will be No Discounts for staff fees)**



The City of

WORCESTER

PARKS SECURITY

Contact Information: Mobile # (508) 612-1121

Email: parkssecurity@worcesterma.gov

Hours of Operation

7 days week/ Monday – Thursday from 3:30 P. M. to 12:00 Midnight

Friday from 1:00 P. M. To 12:00 Midnight

Saturdays & Sundays from 7:30 A.M. to 12:00 Midnight

Permits / Parking/ Field Lighting/ Emergency Situations

EVENT PARKING ISSUES

It is the responsibility of the organization/individual holding the park permit to address this issue (if any) with all participants, spectators and staffing

A parking plan will be required with your permit application



Vehicles are prohibited in any/all open spaces (grass areas), pedestrian or maintenance pathways and sidewalks.

Vehicles are prohibited from parking along park roadways or other locations identified as no parking areas



FIELD CONDITIONS & GOOD NEIGHBOR PRACTICE

- **RAIN & WET CONDITIONS:** If there are puddles on the facility and/or you step on any portion of the field and water squishes out from under your shoes the facility is closed (This is for the safety of the participants and the long- term benefit to the facility)
- **WORCESTER SOUND ORDINANCE:** Any amplified sound shall not be plainly audible at a distance of 50 feet or more from said public park, playground, and playing field (City of Worcester Ordinance Chapter 9-Sec 1A)
- A permit will be required for amplified sound from the Worcester Police Department at (508) 799-8686 (Information List on Parks Application (Permits))

FACILITY REQUEST

ELECTRIC:

- All request for electricity use must be specific in nature (What will it be used for) not all facilities have access to electricity

FOOD:

- Food permit is required through the Department of Public Health

PORTABLE RESTROOMS:

- Accessible Portable Restroom - there must be a minimum of 1 (one), or 5% of the total number of portable restrooms provided
- Accessible Portable Restroom - a minimum of 1 (ADA) accessible unit is required at each cluster (when more than one cluster is available)
- Accessible Portable Restroom - must be placed off an accessible surface for ease of use

DPW & PARKS DIVISION POLICY

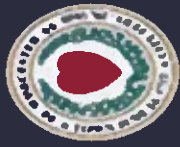
- **Inflatable's:** (No Stakes) Alternatives: Sandbags, water weights, etc.
- **Tents:** (No Stakes) Tents larger than 20 x 20 may require a permit, please check with the Inspectional Services Department
- **Alcoholic Beverages:** All alcoholic beverages as defined in Chapter 138 Section 1 of MGL are prohibited (Worcester Common can be petitioned) No smoking in Parks (That includes E- Cigarettes, any form of tobacco products including chewing tobacco and marijuana)
- No dogs on the Worcester Common, Athletic Fields, Athletic Courts, Playgrounds, Skate Parks, Pools, Spray Parks and beaches. (Memorial Day to Labor Day)
- Dogs are allowed in City Parks on leashes only. Dogs are allowed on beaches from Labor Day to Memorial Day
- No drones or radio control aircraft (land, air, or water) allowed in Parks (Refer to Federal Aviation Administration Regulations) FAA



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CANCELLATION POLICY

- A 24-hour written cancellation notice (email acceptable) is required to avoid additional fees. A \$125.00 or 10% of the total fee whichever is higher will be charged for cancellations and must be confirmed/approved by the DPW & PARKS DIVISION STAFF
- All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to your event and must be confirmed/approved by the DPW & PARKS DIVISION STAFF
- Confirmation/Approval is deemed confirmed when the event representative receives a written confirmation from the Parks Division Administrative Office. Refunds will not be given to anyone who does not follow the cancellation policy
- A rain date will be given at the time of request not after and it will only be honored if cancelled and rescheduled in time



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FACILITY CLEANUP & TRASH

- It is the responsibility of the organizations/individual holding the park permit to ensure the facility is clean and presentable at all times
- A starting fee of \$400.00 will apply for removal/disposal of trash from your event
- Yard waste removal from the park is the responsibility of the Permit Holder or League

TOURNAMENT SET-UP / BREAKDOWN & ADA INFORMATION

- **TOURNAMENT SET UP & BREAKDOWN:** City staff may be required to be on site for event setup and breakdown
- **ACCESSIBLE ROUTES:** All events must have accessible routes of at least 36” in width along paths of travel
- **ADA ACCOMMODATION, THE WORCESTER ADA COORDINATOR:**
(508) 799-8483



PERMIT PAYMENTS & FEES

PAYMENT OPTIONS

The Parks Administration Office accepts checks, money orders, and credit cards. (NO CASH) Credit Card payments can be made by phone or online.

BALANCES

Any remaining balances must be paid in full before any new park permits will be issued. Also, if you/organization had a remaining balance both the balance and new permit invoice must be paid in full



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FACILITY IMPROVEMENTS TO PARKS

- Only general maintenance i.e. mowing, trimming, watering etc... can occur
- All facility improvements outside the scope of general maintenance must be approved by the Parks & Recreation Commission
- A public hearing may be required for these improvements to take place



PERMIT REMINDERS

Organization/ League Information (Application, Fees, Web Site & Insurance)

Rosters, Game Schedules & Executive Boards

Locking of Sports Fields

Soft Toss (**Baseball & Softball**)

Water Supply Alert

There is no current Alert – but depending on weather one can be implemented at any time

PERMIT REMINDERS



- League President will be the single contact between Parks Division and League/Organization
- All practices and game times need to start in even hours for athletic fields (Grass or Synthetic)
- Facility availability will not be given over the phone or via email
- All Youth 501C3 non-profit requests will be completed before any other permit request
- Park Irrigation Systems (What it means to parks and your use)
- Parks & Recreation Commission (Policies & Regulations)
- Permit application address (Use an address where mail is check regularly)
- Permits will only be given between the hours of 9:00 AM to 3:30 PM (Monday-Friday- Excluding Holidays)
- Permit holders or league organizers must notify the park division by email or phone when season is over



THANK YOU

