



PARKS AND RECREATION COMMISSION MEETING

Thursday May 25, 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 WebEx platform:

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID# 2311 664 6879
- 4) Enter password: Parkscomm5-25

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2311 664 6879

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of the Minutes for March 23, 2023 & May 4, 2023 (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 WebEx 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 *3.

6. Assistant Commissioners Report (See Report Topics Below)

5. Old Business

- Community Preservation Act Memo to the City Council 1-24-23

6. New Business

- Reappointment of Erin Zamarro to the Parks Commission

7. Date of Next Meeting:

- June 15, 2023
- September 28, 2023
- October 26, 2023
- November 16, 2023
- December 14, 2023
- January 11, 2024
- February 1, 2024 (Event & Sports Permit Meeting
- February 29, 2024
- March 21, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

8. Meeting Adjourned (Roll Call)



PARKS AND RECREATION COMMISSION MINUTES

Thursday March 23, 2023 – 6:30 P.M.

If you choose to use the WebEx platform:

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2308 752 4511
- 4) Enter password: Parkscomm3-23

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2308 752 4511

Commissioners Present:

Brian Dardy
Eric Goldstein
Eric Stratton
Natalie Turner
Erin Zamarro

Administration Present:

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

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1. Meeting was called to order at 6:34 PM.
 2. Attendance (Roll Call) – Five (5) Commission Members were present at the March 23, 2023, meeting.
 3. Acceptance of the minutes for March 2, 2023. Commissioner Goldstein made a motion to approve. Second by Commissioner Dardy. Commissioner Turner Abstained. Motion was approved 4 – 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 Skyline Drive Meeting Room A, follow the information above to join via the WebEx 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 *3.
 6. Assistant Commissioners Report (See Report Topics Below)
 7. Old Business - NA
 8. New Business – NA
 9. Date of Next Meeting:
 - May 4, 2023 (Revised Date)
 - May 25, 2023
 - June 15, 2023
 - September 28, 2023
 - November 16, 2023
 - December 14, 2023
 - January 11, 2024
 - February 29, 2024
 - March 23, 2024
 - April 25, 2024
 - May 23, 2024
 - June 13, 2024
 10. Meeting Adjourned (Roll Call)
-

ASSISTANT COMMISSIONER’S REPORT:

1. General:
 - Request to allow alcohol on the Worcester Common for the Black Music Festival
 - Charles Luster was present to speak on behalf of the event. Administration spoke positively of the event.
 - Commissioner Goldstein made a motion to approve subject to obtaining material needed. Second by Commissioner Stratton. All were in favor. Motion was approved 5 – 0.
 - Request to allow alcohol on the Worcester Common for the Craft Brew 5K Road Race & Festival
 - Preservation Worcester’s Deborah Packard spoke on behalf of the Craft Brew Fest. Administration spoke positively of the annual event on its 5th year.
 - Commissioner Stratton made a motion to approve. Second by Commissioner Turner. All were in favor. Motion was approved 5 – 0.
 - Lake View Playground Master Plan – Mr. Antonelli gave an update on the 1st Public meeting, and how it was informational trying to gather information from the neighborhood and school.

- 149 Collaborative Conceptual Master Plan – Final design to be submitted to the Commission in May 2023 – Mr. Antonelli gave an update on the design and how they came up with the conceptual plan/design, and the plan for passive recreation.
- Grant Applications –
 - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
 - 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
- 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 – Update
 - 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 - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – Update
- 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 - Updated
- 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 – NA
- 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 28, 2023
 - 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 – Updated
 - Aquatics – NA
 - Christian’s Law – NA
 - Recreation Worcester - NA
 - Holiday Tree – NA
 - Worcester Common Ice-Skating Rink - NA
 - 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 - NA
 - Golf Course Donations - NA
- Date of Next meeting – May 4, 2023
- Commissioner Turner made a motion to adjourn. Second by Commissioner Goldstein. All were in favor. Motion approved 5 – 0. Meeting adjourned at 7:35 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 **MINUTES**

Thursday May 4, 2023 – 6:30 P.M.

If you choose to use the WebEx platform:

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2302 064 2812
- 4) Enter password: Parkscomm5-4

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2302 064 2812

Commissioners Present:

Scott Cashman
Brian Dardy
Eric Stratton
Natalie Turner
Erin Zamarro

Administration Present:

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

-
1. Meeting was called to order at 6:35 PM.
 2. Attendance (Roll Call) – Six (6) Commission Members were present at the May 4, 2023, meeting.
 3. Acceptance of the minutes for February 2, 2023. Commissioner. Commissioner Stratton Abstained. Dardy made a motion to approve. Second by Commissioner Turner. Motion was approved 5-0-1.
 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 Skyline Drive Meeting Room A, follow the information above to join via the WebEx 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 *3.

6. Assistant Commissioners Report (See Report Topics Below)

7. Old Business –

7.1. Community Preservation Act Memo to the City Council 1-24-23

8. New Business –

8.1. Urban Forestry Master Plan which can be found here:

[Trees in the City - Right Tree, Right Place | City of Worcester, MA \(worcesterma.gov\)](#)

8.2. Urban and Community Forestry (UCF) Inflation Reduction Act Notice of Funding Opportunity which can be found here:

[Urban Forests | US Forest Service \(usda.gov\)](#)

9. Date of Next Meeting:

- May 25, 2023
- June 15, 2023
- September 28, 2023
- November 16, 2023
- December 14, 2023
- January 11, 2024
- February 29, 2024
- March 23, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

10. Meeting Adjourned (Roll Call)

ASSISTANT COMMISSIONER’S REPORT:

1. General:

- Assistant Commissioner moved the agenda items out of order to approve events prior to presentation.
 - Request to allow alcohol on the Worcester Common from the Food Truck Festival of America
 - Anthony Pepe spoke on behalf of the event; he gave a brief description of the 11th year event. Commissioner Cashman asked Assistant Commissioner Antonelli the Administrations opinion. Administration made a recommendation to accept.
 - Commissioner Stratton made a motion to approve the event. Second by Ms. Turner. All were in favor. Motion was approved. 6 – 0.

- Commissioner Darcy made a motion to approve the Alcohol request for the Food Truck Festival. Second by Commissioner Stratton. All were in favor. Motion was approved 6 – 0.
 - Request use of Elm Park for a Family Friendly Educational Hands-on Event
 - Ms. Mihoko Wakabayashi spoke on behalf of the 1st time event, there were a couple of questions regarding materials being used for painting and rain date of August 13, 2023. Administration made a recommendation to accept.
 - Commissioner Stratton made a motion to approve. Second by Commissioner Turner. All were in favor. Motion was approved 6 – 0.
 - Request for use of Elm Park for the Water Lantern Festival
 - Logan Buchanan was virtually present and spoke on behalf of the Water Lantern Festival, 2nd year event. Commission had some questions regarding the stage and if the way of lighting the lanterns (Flameless, LED lights). Administration made a recommendation to approve.
 - Commissioner Turner made a motion to approve event with details to be worked out with Parks Administration. Second by Commissioner Stratton. All were in favor. Motion was approved 6 – 0.
 - Request for use of Worcester Common for the Worcester African Festival
 - There was no representative for this event at the meeting.
 - Commissioner made a motion to table for future meeting. Second by Commissioner Dardy. All were in favor. Motion was approved 6 – 0.
- Review the Urban Forestry Master Plan
 - Urban Forestry Master Plan which can be found here:
 - [Trees in the City - Right Tree, Right Place | City of Worcester, MA \(worcesterma.gov\)](https://www.worcesterma.gov/urban-forestry)
 - Urban and Community Forestry (UCF) Inflation Reduction Act Notice of Funding Opportunity which can be found here:
 - [Urban Forests | US Forest Service \(usda.gov\)](https://www.usda.gov/urban-forests)

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

- Grant Applications –
 - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
 - 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
 - Massachusetts Port Authority Community Charitable Giving and Community Relations Program - Submitted
- 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 – Update
 - 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 – Update
 - Newton Hill - NA
 - Fairmont Park – NA
 - Farber Field – NA
 - Grant Square – Update
 - 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 - Update
- 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 – NA
- 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 28, 2023
 - 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 - NA
- 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 - NA
 - Golf Course Donations - NA
- Date of Next meeting – May 25, 2023
- Commissioner Turner made a motion to adjourn. Second by Commissioner Chacharone. All were in favor. Motion approved 6 – 0. Meeting adjourned at 8:13 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

ASSISTANT COMMISSIONER'S REPORT:1. General:

- Lake View Playground Master Plan – Final Approval
[City Parks | City of Worcester, MA \(worcesterma.gov\)](#)
- 149 Collaborative Conceptual Master Plan – Final Approval\
[City Parks | City of Worcester, MA \(worcesterma.gov\)](#)
- Request to allow alcohol on the Worcester Common for the 4th Annual Beats & Barbecue Community & Cultural Festival
- Request to use Institute Park for the Celebration of the Annual Proclamation of National Caribbean Heritage Month
- Request to use Green Hill Park for a Car Show.
- Request of City Councilor Sean Rose for the renaming of Indian Hill Park to Sara Robertson Park.
- Review and approve the revised policy & procedure on Park Facility Naming.
- Review of the current beach operating times of 12:00 noon to 7:00 PM from June 30, 2023, to August 20, 2023. Furthermore, review the recommended changes to the beach parking lot operating times of 12:00 noon to 8:00 PM.
- City Council item on Elm Park
- DPW & Parks Paul J. Moosey Employee of the Year winner
- Grant Applications –
 - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
 - 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
- 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
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- Burncoat Playground – NA
- Cascades Park – NA
- Castle Park – NA
- Coal Mine Brook – Update
- 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 - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – Update
- 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
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- Indian Hill Park – NA
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- Institute Park – NA
 - Walkway Design
 - Salisbury Pond - Update
- Kendrick Field – NA
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- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- 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 Art Work 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 –
 - Request for a Parks Department Master Plan
 - Request to ensure, accessibility, safety and playability measures are taken at all City Fields.
 - Request for an update eon a Conservation Restriction on the Newton Hill side of Elm park.
 - Request of a status of the Harrington Way Master Plan
 - Request for a moratorium on the creation of new City park
 - City Council Petitions –
 - NA
 - Forestry Operations –
 - Tree City USA - Update
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 26, 2024
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – Update
 - Capital Improvement Program – Update
 - 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 - NA
- 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 - NA
 - Golf Course Donations - NA



PARKS AND RECREATION COMMISSION MEETING

Thursday May 25, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

Virtual with WebEx

ASSISTANT COMMISSIONER'S REPORT

GENERAL



Eric D. Batista
City Manager

CITY OF WORCESTER

cm2023may16114140

Attachment for Item #

8.9 B

May 23, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to the Master Plan Initiative for improvements to 149 West Boylston Drive, as received from Jay J. Fink, P.E., Commissioner, Department of Public Works & Parks, is forwarded for the information of your Honorable Body.

The first three informational public hearings on 149 West Boylston Drive have been completed and a final hearing with the Parks & Recreation Commission has been scheduled and will be posted with the City Clerk and on the City's web site. Invitations will be sent to interested parties including property owners who live within 1,000 feet of 149 West Boylston Drive, neighborhood groups and individuals.

The location and date of the public hearing is as follow:

Location: Parks & Recreation Commission Meeting
DPW & Parks
Parks, Recreation & Cemetery Division Administrative Office
Meeting Room A
50 Officer Manny Familia Way

Respectfully submitted,

Eric D. Batista
City Manager

OFFICE OF THE CITY MANAGER, CITY HALL, WORCESTER, MA 01608

TELEPHONE (508) 799-1175 | FAX (508) 799-1208

EMAIL: citymanager@worcesterma.gov



To: Eric D. Batista, City Manager
From: Jay J. Fink, P.E., Commissioner of Public Works and Parks
Date: May 23, 2023
Re: 149 West Boylston Drive Master Plan Meeting (Parks & Recreation Commission)

The Department of Public Works and Parks has scheduled the final Master Plan public meeting for 149 West Boylston Drive with the Parks & Recreation Commission. This is submitted for your consideration and to forward to the City Council to add to their respective schedules.

The Department of Public Works and Parks completed three formal in-person public hearings. Meetings were posted with the City clerk and on the City's website. Invitations were sent to interested parties including property owners who live within 1,000 feet of 149 West Boylston Drive, neighborhood groups, the Indian Lake neighborhood and organizations that use the facility. This plan will become a community endorsed guidebook which will further the plans for phased improvements as funding becomes available.

Through the public hearings, a preferred design plan was developed. I would like to thank the individuals who participated, assisted, and those who submitted feedback throughout the process. Specifically, I would like to thank the students at University of Massachusetts Amherst, College of Social & Behavioral Sciences, Department of Landscape Architecture and Regional Planning (LARP) for their design thoughts and public presentations. Staff at the DPW & Parks looks forward to working together with residents, Indian Lake neighbors and organizations that use the facility on the implementation of this project when funding becomes available.

The location and date of the public hearing is as follow:

Location: Parks & Recreation Commission Meeting
DPW & Parks
Parks, Recreation & Cemetery Division Administrative Office
Meeting Room A
50 Officer Manny Familia Way
Worcester, MA 01605

Date & Time: Thursday May 25, 2023 @ 6:30 p.m.

Please review and advise if there are any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jay J. Fink'. The signature is fluid and cursive, with a prominent initial 'J' and 'F'.

Jay J. Fink, P.E.
Commissioner, Department of Public Works & Parks

Attachment

Public and WebEx Virtual Meeting Invitation



The City of

WORCESTER

City of Worcester DPW & Parks ;

Parks, Recreation & Cemetery Division

Place:

Green Hill Park

Parks & Recreation Commission

Meeting - Room A***

50 Officer Murray Family Way

Worcester, MA 01608

Thursday, May 28, 2023

Time:

6:30 PM

149 WEST BOYLSTON DRIVE MASTER PLAN MEETING #4

The presentation of ideas and preliminary plans (based on the first public hearing comments) developed to meet the needs, wants and desires of the neighbors, citizens and organizations that currently use the facility. The hearing will conclude with a public question and comment forum. All presented information and subsequent public comments will be synthesized to develop a Master Plan, to guide future community and neighborhood endorsed improvements.

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If you choose to use the WebEx platform, you would:

1. go to www.webex.com
2. click the "Join" button on the top right side of the screen
3. Enter meeting ID #: 2311 664 6879
4. Enter password: Parkscomms-25

If you choose to attend via phone:

1. Call 1-415-655-0001
2. Enter meeting ID #: 2311 664 6879

*** This is scheduled for discussion as the Second item on the meeting agenda.

Public and WebEx Virtual Meeting Invitation



The City of

WORCESTER

City of Worcester DPW & Parks ;

Parks, Recreation & Cemetery Division

Place:

Green Hill Park

Parks & Recreation Commission

Meeting - Room A***

50 Officer Murray Family Way

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Worcester, Massachusetts 01605-2898**

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Places

Parque Green Hill
Parques & Recreación Comunal
Meeting - Room A***
50 Officer Murray Family Way
Worcester, MA 01605

Fecha:
Tiempo:

Jueves, Mayo 25, 2023
6:30 PM

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Eric D. Batista
City Manager

CITY OF WORCESTER

cm2023may16112847

Attachment for Item #

8.9 A

May 23, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to the Master Plan Initiative for improvements to Lake View Playground, as received from Jay J. Fink, P.E., Commissioner, Department of Public Works & Parks, is forwarded for the information of your Honorable Body.

The first two informational public hearings on the Lake View Playground have been completed and a final hearing with the Parks & Recreation Commission has been scheduled and will be posted with the City Clerk and on the City's web site. Invitations will be sent to interested parties including property owners who live within 1,000 feet of Lake View Playground, neighborhood groups and individuals.

The location and date of the public hearing is as follow:

Location: Parks & Recreation Commission Meeting
DPW & Parks
Parks, Recreation & Cemetery Division Administrative Office
Meeting Room A
50 Officer Manny Familia Way
Worcester, MA 01605

Date & Time: Thursday May 25, 2023 @ 6:30 p.m.

Respectfully submitted,

Eric D. Batista
City Manager

OFFICE OF THE CITY MANAGER, CITY HALL, WORCESTER, MA 01608

TELEPHONE (508) 799-1175 | FAX (508) 799-1208

EMAIL: citymanager@worcesterma.gov



To: Eric D. Batista, City Manager
From: Jay J. Fink, P.E., Commissioner of Public Works and Parks
Date: May 23, 2023
Re: Lake View Playground Master Plan Meeting (Parks & Recreation Commission)

The Department of Public Works and Parks has scheduled the final Master Plan public meeting for Lake View Playground with the Parks & Recreation Commission. This is submitted for your consideration and to forward to the City Council to add to their respective schedules.

The Department of Public Works and Parks completed two formal in-person public hearings. Meetings were posted with the City clerk and on the City's website. Invitations were sent to interested parties including property owners who live within 1,000 feet of Lake View Park, neighborhood groups, Lake View School and organizations that use the facility. This plan will become a community endorsed guidebook which will further the plans for phased improvements as funding becomes available.

Through the public hearings, a preferred design plan was developed. I would like to thank the individuals who participated, assisted, and those who submitted feedback throughout the process. Specifically, I would like to thank the students and principal at Lake View School for their design thoughts and wish list items. Staff at the DPW & Parks looks forward to working together with residents, Lake View Playground neighbors and the Lake View School students on the implementation of this project when funding becomes available.

The location and date of the public hearing is as follow:

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DPW & Parks
Parks, Recreation & Cemetery Division Administrative Office
Meeting Room A
50 Officer Manny Familia Way
Worcester, MA 01605
Date & Time: Thursday May 25, 2023 @ 6:30 p.m.

Please review and advise if there are any questions.

Sincerely,

Jay J. Fink, P.E.
Commissioner, Department of Public Works & Parks

Attachment



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Placeo:

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Parques & Recreación Commission
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PLAN MAESTRO LAKE VIEW PLAYGROUND REUNION #3

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Date: Thursday, May 25, 2023
Time: 6:30 PM

LAKE VIEW PLAYGROUND MASTER PLAN MEETING #3

The presentation of ideas and preliminary plans (based on the first public hearing comments) developed to meet the needs, wants and desires of the neighbors, citizens and organizations that currently use the facility. The hearing will conclude with a public question and comment forum. All presented information and subsequent public comments will be synthesized to develop a Master Plan, to guide future community and neighborhood endorsed improvements.

The City of Worcester does not discriminate on the basis of disability. The Parks, Recreation and Cemetery Division will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request. Please contact the Parks Division at parks@worcesternma.gov or phone (508) 799-1190 or the City ADA Coordinator at accessibility@worcesternma.gov. Call (508) 799-1294 in the event of severe weather, and for up-to-date meeting status.

- If you choose to use the WebEx platform, you would:
1. go to www.webex.com
 2. click the "Join" button on the top right side of the screen
 3. Enter meeting ID #: 2311 664 6879
 4. Enter password: Parkscomm525

- If you choose to attend via phone:
1. Call 1 - 415 - 655 - 0001
 2. Enter meeting ID #: 2311 664 6879
- *** This is scheduled for discussion as the First item on the meeting agenda.

Public and WebEx Virtual Meeting Invitation



The City of Worcester

WORCESTER

City of Worcester DPW & Parks ; Parks, Recreation & Cemetery Division

Place: Green Hill Park
Parks & Recreation Commission Meeting - Room A***
50 Officer Murray Family Way
Worcester, MA 01605

Date: Thursday, May 25, 2023
Time: 6:30 PM

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**City Of Worcester, DPW and Parks
Parks, Recreation and Cemetery Division
50 Officer Manny Familia Way
Worcester, Massachusetts 01605-2888**

PLEASE
PLACE
STAMP
HERE

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The City of WORCESTER

Department of Public Works & Parks

Parks, Recreation & Cemetery
Robert C. Antonelli, Jr., Assistant Commissioner
50 Officer Manny Familla Way, Worcester, MA 01605
P | 508-799-1190 F | 508-799-1293
parks@worchesterma.gov

2022 PERMIT APPLICATION FOR EVENT IN A PARK

NAME OF REQUESTED FACILITY: East Park *Common email attached* TODAY'S DATE: 10/11/2022

NAME OF ORGANIZATION Cy Global Multimedia WEBSITE: beatsandbarbecue.com

NAME OF APPLICANT: Cyrus Alexander EMAIL: [REDACTED]

ADDRESS: [REDACTED] CITY Worcester STATE MA ZIP 01604

CELL PHONE# [REDACTED] ALTERNATE PHONE # [REDACTED]

EVENT DATE: 6/10/2023 *7/22/23 Email attached* RAIN DATE: N/A START TIME: 11am END TIME 7pm

SET UP DATE & TIME: BREAKDOWN DATE & TIME: 6/10/23 - 7am-8pm

STAFF WILL BE ASSIGNED FROM THE BEGINNING OF THE SET UP UNTIL EVERYONE IS GONE

DESCRIBE EVENT IN DETAIL: 4th Annual Beats And Barbecue Community and Culture Festival

HAVE YOU EVER HAD A SIMILAR PERMIT: YES NO ESTIMATED # OF PEOPLE TO ATTEND: 400-500
(IF AMOUNT IS UNKNOWN A MAXIMUM NUMBER WILL BE ASSUMED)

WILL YOU BE CHARGING ADMISSIONS OR SELLING ANY ITEMS AT THIS EVENT? YES NO

1. As of October of each year all season water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
2. Some organizations will need to contact the Special Events Committee based on the location and scale of the event. Please call 508-799-1400.
3. Alcoholic beverages are NOT allowed in parks facilities (see item 21 on the rules and regulations)
4. Bancroft Tower Operational Hours: Sunrise to 8:00 PM
5. No Smoking in Parks and Open Spaces as per city ordinance
6. NO Drones, radio control vehicles (Land, Air, or Water) without issued permit from the Parks administration office
7. The City reserves the right to minimize or cancel use of facilities based on renovations and maintenance.
8. **No refunds will be given if event is not cancelled in writing within the required time frame (see Cancellation Policy Page3)**
9. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires staff at any and all events/permits for the duration of the event including event set up and breakdown this and other requirements will be determined on a case by case basis. Staff fees will apply (\$55.00 per hour minimum of 4 hours)
10. Permittee shall not begin set up or breakdown within the park until park staff is on site.
11. Vehicles are prohibited in any park grass areas, on any sidewalks or on the Worcester Common.
12. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division and Parks & Recreation Commission. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
13. **DOWN PAYMENT: A \$125.00 NON-REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST IN ORDER TO HOLD DATES. NO DATES WILL BE HELD WITHOUT THE DOWN PAYMENT.**

INITIALS
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THIS SECTION MUST BE COMPLETED BY THE POLICE DEPARTMENT ONLY
ANYONE REQUESTING A PARK PERMIT WILL NEED TO NOTIFY THE POLICE DEPARTMENT OFF-DUTY OFFICE AND HAVE THEM COMPLETE AND SIGN BELOW IN REFERENCE TO POLICE SUPERVISION AND/OR SOUND PERMITS. THE OFF DUTY POLICE WILL DETERMINE THE NEED FOR POLICE SUPERVISION AND THE NUMBER OF OFFICERS IF REQUIRED. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.

WILL THIS EVENT NEED POLICE SUPERVISION _____ YES _____ NO IF YES, NUMBER OF OFFICER'S _____

WILL THIS EVENT REQUIRE A SOUND PERMIT: _____ YES _____ NO

HAS A SOUND PERMIT BEEN OBTAINED: _____ YES _____ NO? COPY OF PERMIT REQUIRED TO BE ATTACHED

NAME & TITLE OF POLICE DEPARTMENT OFFICIAL: _____

PLEASE INDICATE BELOW ANY ITEMS PERTAINING TO YOUR EVENT AND FOLLOW THE INSTRUCTIONS ON THE FOLLOWING PAGES, WHICH CONTAIN INFORMATION NECESSARY FOR YOU TO OBTAIN OTHER PERMITS REQUIRED BY THE CITY OF WORCESTER FOR YOUR EVENT (USEFUL PHONE NUMBERS ARE ON PAGE 4)

YES NO

TRASH: WILL YOU BE CLEANING AND REMOVING TRASH?
 A CLEAN UP PLAN WILL BE REQUIRED IN WRITING PRIOR TO OBTAINING A PERMIT.
 DUMPSTERS WILL NOT BE ALLOWED IN THE PARK OR LEFT OVERNIGHT.

TRASH: WILL YOU BE REQUESTING THE CITY TO BE RESPONSIBLE TO REMOVE AND DISPOSE OF TRASH?
 A STARTING FEE OF \$400.00 WILL APPLY FOR REMOVAL/DISPOSAL OF TRASH FROM YOUR EVENT
 THE FEE WILL INCREASE BASED ON THE AMOUNT OF TRASH/PARTICIPANTS/EVENT SIZE ETC. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP A MINIMUM OF \$220.00 WILL BE CHARGED FOR TRASH PICK UP THROUGHOUT THE FACILITY. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP. IT IS INTENDED ONLY FOR REMOVAL & DISPOSAL OF TRASH FROM A SINGLE AGREED UPON LOCATION. TRASH/DEBRIS IN OTHER AREAS ARE THE RESPONSIBILITY OF THE PERMITTEE.

RESTROOMS: WILL YOU BE REQUESTING USE OF FACILITY RESTROOMS? (IF AVAILABLE AT FACILITY)
 STAFF WILL BE REQUIRED TO OPEN AND CLOSE RESTROOMS

PORTABLE RESTROOMS: WILL YOU HAVE PORTABLE RESTROOMS? PLEASE PROVIDE INFORMATION
 COMPANY Zters - (877) 893-7743
 (PORTABLE RESTROOMS MUST BE REMOVED IMMEDIATELY AFTER EVENT COMPLETION. PLEASE IDENTIFY THE LOCATION OF PORTABLE RESTROOMS ON THE SITE MAP)
 > All events with portable restrooms must have a minimum of (1) one, or 5% of the total restrooms provided must be accessible.
 > All events with portable restrooms are required to have a minimum of (1) one accessible unit at each cluster/group.
 > Each accessible restroom must be placed off of an accessible surface for ease of access.

ELECTRICITY: WILL YOU BE REQUESTING THE USE OF OUR ELECTRICITY?
 PLEASE SPECIFY INTENDED USE - STANDARD 110 PLUGS? _____ HOW MANY AND FOR WHAT PURPOSE
 PLEASE EXPLAIN _____
 YOU WILL NEED TO PROVIDE YOUR OWN EXTENSION CORDS
 AN ADDITIONAL FEE WILL BE CHARGED FOR ELECTRIC USE \$25/HR (FOR PLUGGING INTO OUTLETS)
 PLEASE EXPLAIN ANY ADDITIONAL NEED OF ELECTRICITY OTHER THEN STANDARD PLUGS _____

GENERATOR: WILL A GENERATOR BE USED AT THIS EVENT? (A PERMIT IS REQUIRED FROM INSPECTIONAL SERVICES FOR THE USE OF A GENERATOR, PLEASE INDICATE ON THE MAP THE LOCATION OF THE GENERATOR (PHONE NUMBER LISTED ON PAGE 4 OF THIS APPLICATION)
 INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

FOOD: WILL YOU HAVE FOOD? (ANY TYPE OF FOOD THAT HAS NOT BEEN PREPARED IN A LICENSED KITCHEN WILL REQUIRE A FOOD PERMIT FROM INSPECTIONAL SERVICES. PHONE # PAGE 4)
 INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____
 AN OIL DISPOSAL PLAN NEEDS TO BE SUBMITTED SEPARATE FROM APPLICATION
 * OIL WILL NOT BE ALLOWED TO BE DISPOSED OFF IN THE SEWER DRAINS *

INITIALS
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✓ _____ **GRILLS: WILL YOU BE USING GRILLS? (A PERMIT FROM FIRE PREVENTION MAY BE REQUIRED IF USING PROPANE OPERATED GRILLS. ANYTHING LESS THAN 42 POUNDS OF PROPANE WILL NOT REQUIRE A PERMIT PER STATE FIRE CODE. MORE THAN TWO STANDARD SIZE TANKS WILL REQUIRE A PERMIT. WHENEVER CHARCOAL GRILLS ARE USED IT IS THE RESPONSIBILITY OF THE APPLICANT TO REMOVE ALL CHARCOAL DEBRIS FROM THE FACILITY. PLEASE IDENTIFY THE LOCATION OF THE GRILL/S ON A SITE MAP PHONE # PAGE 4)**
FIRE DEPARTMENT OFFICIAL SIGNATURE: _____

✓ _____ **TENTS: WILL YOU BE USING TENTS? (ALL TENTS MUST BE STAKELESS) TENTS LARGER THEN 10' X 10' WILL REQUIRE A PERMIT FROM INPECTIONAL SERVICES**
TYPE OF TENT _____ SIZE OF TENT _____
WHEN SECURING TENTS WITH CONCRETE, ALL CONCRETE MUST BE COVERED WITH PLASTIC TO AVOID DAMAGE TO PARKS PROPERTY
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

✓ _____ **INFLATABLE DEVICES/BOUNCY HOUSES: APPROVAL WILL BE BASED ON CURRENT PUBLIC HEALTH GUIDANCE. THE DEVICES APPROVED FOR USE MUST BE STAKELESS.**

✓ _____ **TABLES AND CHAIRS: WILL YOU BE USING TABLES AND CHAIRS? (PLEASE IDENTIFY LOCATION OF TABLES AND CHAIRS ON A SITE MAP. THE CITY DOES NOT SUPPLY ANY EXTRA TABLES AND CHAIRS)**

✓ _____ **EMS: WILL YOU HAVE EMS SERVICES AVAILABLE? THIS IS NOT MANDATORY BUT RECOMMENDED THE PHONE NUMBER IS LISTED ON PAGE 4 OF THIS APPLICATION. MAY BE A REQUIREMENT BASED ON PROPOSED EVENT.**

✓ _____ **AMPLIFYING SYSTEM: ARE YOU USING ANY TYPE OF AMPLIFYING SYSTEM? YOU WILL NEED A SOUND PERMIT FROM THE POLICE DEPARTMENT.**
EVENTS SCHEDULED IN A BUSINESS AREA SUCH AS CITY HALL OR THE WORCESTER COMMON (SEE RULES AND REGULATIONS FOR SOUND ORDINANCE) WILL HAVE TO SCHEDULE THEIR EVENT AROUND THE BUSINESS HOURS. PLEASE INDICATE THE LOCATION OF THE AMPLIFYING SYSTEM ON A SITE MAP

✓ _____ **BANNERS: WILL YOU BE USING ANY BANNERS? (NO NAILS OR STAPLES ALLOWED, ONLY ROPE OR TAPE)**
➢ ALL BANNER LOCATIONS MUST BE APPROVED
➢ A \$110.00 FEE WILL APPLY FOR HANGING AND TAKING DOWN OF BANNERS BY PARKS STAFF
➢ BIG BANNERS THAT NEED TO BE PUT UP ON TREES WILL ONLY BE ALLOWED BY PARKS STAFF

✓ _____ **PORTABLE STAGE: WILL YOU BE USING OUR STAGE? (IF PARKS PORTABLE STAGE WILL COST A FLAT FEE OF \$880.00)**
THE STAGE IS 24' (L) X 24' (D) X 4' (H) FULLY OPEN, OR 24' (L) X 15.6' (D) X 4' (H) WITH AN 8.6' HIGH WALL IN BACK (PLEASE INDICATE LOCATION OF PORTABLE STAGE ON A SITE MAP).
➢ PLEASE NOTE: A separate application is required for the use of the portable stage.
➢ PLEASE NOTE: This stage is not accessible.

PARKING PLAN: YOU WILL HAVE TO SUBMIT AN ALTERNATIVE PARKING PLAN FOR THE FACILITIES THAT DO NOT HAVE ENOUGH PARKING FOR YOUR EVENT. ILLEGAL PARKING SUCH AS BUT NOT LIMITED TO PARKING ON SIDEWALKS OR GRASS AREAS WILL NOT BE ALLOWED AND FINES WILL BE GIVEN AND FEES WILL BE APPLIED FOR ANY DAMAGE TO IRRIGATION SYSTEMS OR GRASS. ALSO PERMIT HOLDER WILL BE RESPONSIBLE TO INFORM/ADVICE ALL EVENT PARTICIPANTS ON LEGAL AND PROPER PARKING ON CITY PROPERTY.

RAIN/WET CONDITIONS: IF THERE ARE PUDDLES ON THE FIELDS AND/OR YOU STEP ON ANY PORTION OF THE FIELD AND IF WATER SQUISHES OUT FROM UNDER YOUR SHOE, THE FIELD IS CLOSED WITH NO GAME PLAY AND/OR PRACTICE. PLAYING ON WET FIELDS POSES A SAFETY HAZARD AND CAUSES SEVERE FIELD DAMAGE

PERMITS FROM OTHER CITY DIVISIONS: IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS AS STATED ABOVE AND SUBMIT COPIES TO OUR DEPARTMENT PRIOR TO FINAL APPROVAL OF PERMIT. PARK PERMITS WILL NOT BE ISSUED UNLESS PERMITTEE HAS OBTAINED ALL NECESSARY PERMITS FOR THEIR EVENT.

CLEAN UP OF PARK AT COMPLETION OF EVENT: THE PARK MUST BE LEFT IN CLEAN, CLEAR OF PORTABLE TOILETS/DUMPSTERS, FENCING OR ANY MATERIAL USED FOR A SPECIFIC EVENT. PARK MUST BE LEFT READILY AVAILABLE FOR OTHER PARK USERS. ANY ADDITIONAL DATES REQUIRED WILL BE CHARGED AN ADDITIONAL FEE.

FEES VARY BASED ON EVENT TYPES. ALL PERMITS WILL HAVE A BASE PERMIT FEE AND SOME WILL HAVE ADDITIONAL FEES FOR STAFF, CLEAN UP, TRASH DISPOSAL OR ELECTRICAL. SOME EVENTS MAY REQUIRE STAFF EVEN IF NOT REQUESTED BY PERMITTEE, THIS WILL BE DETERMINED BY THE CITY OF WORCESTER DPW & PARKS, PARKS, RECREATION AND CEMETERY DIVISION BASED ON THE MAGNITUDE OF THE EVENT. CASH IS NOT ACCEPTED (CHECKS, MONEY ORDERS or CREDIT CARDS ONLY). FEES ARE DUE I MONTH PRIOR TO THE EVENT DATE.

**FINAL PAYMENT: THE BALANCE WILL BE DUE I MONTH PRIOR TO EVENT DATE. PAYMENTS MADE LESS THEAN I MONTH BEFORE EVENT WILL REQUIRE A CERTIFIED FINAL PAYMENT: BANK CHECK OR MONEY ORDER.
OR 10% OF TOTAL FEE WHICHEVER IS HIGHER WILL BE CHARGED FOR CANCELLATIONS. ALL WEEKEND/HOLIDAY**

INITIALS CA

CANCELLATION POLICY: A 24-HOUR WRITTEN CANCELLATION NOTICE IS REQUIRED TO AVOID ADDITIONAL FEES. A \$125.00 CANCELLATIONS MUST BE RECEIVED BY 12:00 PM ON THE LAST BUSINESS DAY PRIOR TO YOUR EVENT AND MUST BE CONFIRMED/APPROVED BY THE DPW & PARKS – PARKS, RECREATION & CEMETERY 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 GIVE A 24 HR CANCELLATION AND THEY WILL BE CHARGED THE FULL EVENT FEE.

RAIN DATE WILL BE GIVEN AT THE TIME OF REQUEST NOT AFTER AND IT WILL ONLY BE HONORED IF CANCELLED AND RESCHEDULED IN TIME.

STAFF FEE: WILL BE A MINIMUM OF \$220.00 FOR A 4 HOUR PERIOD. ANY ADDITIONAL HOUR AFTER THE 4 HOURS WILL COST \$55.00 PER HOUR. PLEASE NOTE THAT BASED ON YOUR REQUEST THE FEE MIGHT CHANGE TO ADD OTHER COST FOR ELECTRICAL NEEDS OR REMOVAL/DISPOSAL OF TRASH FROM EVENT.

ALCOHOLIC BEVERAGES: NO PERSON SHALL DRINK ANY ALCOHOLIC BEVERAGE AS DEFINED IN CHAPTER 138, SECTION 1 OR THE MASSACHUSETTS GENERAL LAWS WHILE ON, IN, OR UPON ANY FACILITY UNDER THE JURISDICTION OF THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION.

PLEASE NOTE IF ADMISSION IS TO BE CHARGED OR EVENT IS OF A LARGE CAPACITY SUCH AS CONCERTS AND FESTIVALS:

CHARGING ADMISSION AT EVENT: IF ADMISSION FEE IS CHARGED FOR EVENT A PERMIT REQUEST AND A FULL PROPOSAL NEEDS TO BE SUBMITTED TO THE PARKS & RECREATION COMMISSION A MINIMUM OF THREE (3) MONTHS BEFORE THE EVENT DATE. THE PROPOSAL IS TO INCLUDE ALL EVENT DETAILS AS LISTED IN THIS PERMIT APPLICATION, AND MEET REQUIREMENTS AS SET FORTH BY THE PARKS, RECREATION AND CEMETERY COMMISSION. A SPECIAL EVENTS APPLICATION MAY ALSO NEED TO BE SUBMITTED.

THERE SHALL BE NO TRANSFERRING OF PERMITS FROM ONE ORGANIZATION TO ANOTHER.

CURRENT CONSTRUCTION: IT IS THE RESPONSIBILITY OF THE PERMITTEE TO ENSURE THAT CONSTRUCTION AREAS IN PARKS ARE NOT DISTURBED OR MOVED. FEES WILL BE CHARGED FOR ANY REPAIRS NEEDED DUE TO ANY DAMAGE DONE BY ANY EVENT.

APPROVAL OF PERMIT: THERE WILL BE NO GUARANTEES MADE IN THE APPROVAL PROCESS IF PERMIT APPLICATION IS RECEIVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION AFTER THE THREE- (3) MONTH REQUIRED PERIOD. APPROVAL OR DENIAL WILL BE ON A CASE-BY-CASE BASIS.

IT WILL BE NECESSARY TO OBTAIN A LICENSE FROM THE LICENSE COMMISSION, AND SUBMIT A COPY WITH THIS APPLICATION AT THE TIME OF PERMIT PROCESS COMPLETION.

EVENTS HELD AT BEACH FACILITIES OR PUBLIC WATERWAYS MAY REQUIRE TO BE IN COMPLIANCE WITH CHRISTIAN'S LAW

PERSONAL FLOTATION DEVICES/US COAST GUARD CERTIFIED LIFE JACKETS FOR BEACH FACILITIES:

THE PERMITTEE SHALL BE RESPONSIBLE FOR MEETING AND EXCEEDING ALL REQUIREMENTS OF "CHRISTIANS LAW" WHICH INCLUDES THE FOLLOWING:

- 1) PROVIDE A PROPERLY SIZED AND SNUG FITTING TYPE I, II, OR III PFD TO ALL MINOR CHILDREN DETERMINED TO BE EITHER A NON-SWIMMER OR AN AT RISK SWIMMER.
- 2) ENSURE THAT ALL MINORS ARE SWIM TESTED AT THE FIRST SWIMMING SESSION.
- 3) ALLOW PARENTS OR LEGAL GUARDIANS TO PROVIDE THEIR OWN FITTING PERSONAL FLOTATION DEVICE (PFD) TO THEIR CHILD IF THEY CHOOSE.

A COPY OF THIS STATE LAW IS AVAILABLE ON THE CITY OF WORCESTER WEBSITE OR AT THE PARKS OFFICE.

BELOW IS A LIST OF PHONE NUMBERS FOR YOUR ASSISTANCE IN THIS PERMIT PROCESS:

SPECIAL EVENTS COMMITTEE: 455 MAIN STREET.....	508-799-1175
POLICE DEPARTMENT – OFF DUTY/SOUND PERMITS – 911 LINCOLN SQUARE -.....	508-799-8686
INSPECTIONAL SERVICES – FOOD AND PORTABLE TOILET PERMITS – 25 MEADE STREET.....	508-799-8539
INSPECTIONAL SERVICES – TENTS, GENERATORS – 25 MEADE STREET.....	508-799-1198
FIRE PREVENTION – OPEN FLAME PERMITS – 25 MEADE STREET.....	508-799-1822
LICENSE COMMISSION – FLEA MARKETS OR SELLING OF ITEMS.....	508 799-1400 X234
EMS.....	508-799-8606

PLEASE ATTACH A MAP SHOWING THE LOCATIONS WHERE, TENTS, TABLES, CHAIRS, GRILLS. ETC. WILL BE SET UP.

INITIALS
CA

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules and Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works & Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

- 1) To destroy, misuse or abuse park property, or to injure or climb trees, lawns, shrubs or plants in any park playground, beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 2) To deface, remove or destroy any sign or notice or protective device placed in any park, playground, and or beach.
- 3) To commit any unlawful act of violence or disturbance towards other people or to disturb the animals, birds or fish, etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
- 4) To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division or vehicles of said department.
- 5) To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division with any reasonable direction given by any police officers or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 6) To throw, deposit or leave any litter or rubbish any park, playground or beach area, except in containers placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown / dumped into any park or park container.
- 7) To feed water fowl & animals is prohibited in any park playground or beach.
- 8) To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
- 9) To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
- 10) To operate a phonogram, bullhorns, radio, loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorns, radio, loudspeaker or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
- 11) To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks – Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise tobacco, alcohol, medication, drugs or pornographic material.
- 12) To discharge or have any firearms in any park, playground or beach.
- 13) To discharge or have any fireworks in any park, playground or beach, except with a permit for those areas specifically authorized by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 14) To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 15) To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
- 16) To drive any Commercial vehicle into any park except on business of the DPW & Parks – Parks, Recreation & Cemetery Division, or to give driving instruction to any person in an automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or repair cars in any park, or to park any car of any park road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
- 17) To erect a booth, tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, or beach unless stakeless and/or without the written permission of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 18) To play any active ball games in any park, playground, or beach except in areas set aside for such games.
- 19) To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 20) To drive any vehicle upon any sidewalk of any boundary road or a public park or of any parkway under the control of the DPW & Parks – Park, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division.
- 21) **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks – Parks, Recreation & Cemetery Division permit.
- 22) To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the

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Jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.

- 23) **Closing hours:** Public reservations shall be closed to the public between the hours of 10:00 PM and 5:00 AM except as may be authorized in a written permit of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 24) **Waiver Rights:** The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
- 25) To roller-blade, roller skate, skate board, or ride a bike in any designated park area unless specifically identified for this purpose.
- 26) To boat / float on a flotation device, motorized water craft or winter snow/ice vehicles (snowmobiles, etc.) is not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized water crafts shall be launched within 150' of any public beach.
- 27) To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are: Elm Park (3 ponds), University Park pond, and Burncoat park (small pond). At all sites the ice must be declared safe by the DPW & Parks- Parks, Recreation & Cemetery Division.
- 28) No group outing/picnics will be guaranteed in any park, playground or beach under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division has been obtained.
- 29) The DPW & Parks – Parks, Recreation & Cemetery Division shall first approve any field, facility or structure improvements, desired to be made by any organizations permitted to use a public park.
- 30) In the event of inclement weather conditions on a given date, DPW & Parks – Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any

field if under their determination such use will have a negative long-term effect on the facility.

- 31) Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non Holidays). There will be no refunds or credits issued for any reason. No information will be given nor permits issued over the telephone. The City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division has a fees/charges policy and Rules and Regulation governing all parks. The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for these rules and regulations.
- 32) **AVIATION IN PARKS: PARKS DRONES (UAS) AND OTHER AIRCRAFT: DRONES, OTHER UNMANNED AERIAL VEHICLES INCLUDING REMOTE CONTROL AIRCRAFT, AND AIRCRAFT IN GENERAL CANNOT BE FLOWN IN THE CITY OF WORCESTER PUBLIC PARKS OR OPEN SPACES; UNLESS UNDER SPECIAL PERMISSION FROM THE CITY OF WORCESTER COMMISSIONER OF THE DEPARTMENT PUBLIC WORKS & PARKS OR HIS DESIGNEE, AND WITH AN ISSUED APPROVED PARKS PERMIT. PLEASE REFER TO THE FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS**
- 33) It is unlawful and NOT allowed to smoke in any public park, playground or beach as per the City of Worcester ordinance.

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

- 34) **Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; the Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks – Parks, Recreation & Cemetery Division.

PENALTIES: ANY PERSON VIOLATING ANY OF THE ABOVE RULES SHALL FOR EACH OFFENSE BE PUNISHED BY A FINE NOT MORE THAN \$200.00 (GENERAL LAWS CHAPTER 45, SECTION 24, AMENDED MAY 20, 1977)

THE ABOVE RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARKS & RECREATION COMMISSION

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division prohibits discrimination on the basis of race, color, origin, religion, age, sexual orientation or handicap in its programs and activities. Anyone who believes he or she has been discriminated against in any City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division program, park or facility may file a complaint alleging discrimination with the Massachusetts Commission Against Discrimination or the United States Department of the Interior, Washington D.C. 20240.

It is agreed that during the use of the Park or Recreation facility the permittee will not exclude anyone from participation in, deny anyone benefit of the activity or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, or handicap.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for insuring the organizations compliance with these rules and terms. I will, if I leave this organization inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

PENALTIES: Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: Cyrus Alexander DATE: 10/11/2023

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

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PARKS & RECREATION FEES/CHARGES POLICY, BLESSED BY THE PARKS & RECREATION COMMISSION AND EFFECTIVE JANUARY 1, 2022

NOTES:

- FEES WILL BE CHARGED FOR FIELD USE PERMITS ISSUED TO YOUTH GROUPS/ORGANIZATIONS THAT ARE CITY RESIDENTS UNDER THE AGE OF 18, FOR THE PURPOSE OF (SOFTBALL, BASEBALL, FOOTBALL, SOCCER, RUGBY, HOCKEY, BASKETBALL, AND LACROSSE, HANDBALL, TENNIS, CRICKET, FIELD HOCKEY OR ANY OTHER SPORT). THIS FEE CAN BE REDUCED IF THE YOUTH LEAGUE IS A 501C3 NON PROFIT AND/OR COMPLETES REGULAR MAINTENANCE ON THE FIELD THEY ARE REQUESTING.
- FEES WILL BE CHARGED TO ORGANIZATIONS/LEAGUES THAT ARE FOR PROFIT – NO DISCOUNTS WILL APPLY
- THERE IS A TWO (2) HOUR PER DAY MINIMUM FOR ALL PERMITS
- **OFF PEAK HOURS FOR FIELDS/RINKS/COURTS ARE 8:00 AM – 6:00 PM**
- **PEAK HOURS FOR FIELDS/RINKS/COURTS ARE 6:00 PM – 10:00 PM (ALL FIELDS CLOSE AT 10:00 PM UNLESS APPROVED BY THE CITY, IF ADDITIONAL HOURS ARE APPROVED THE FEES WILL BE BASED ON PEAK HOUR COST.)**

SPORT PERMITS:

1. FIELD AND COURT FEES ARE AS FOLLOWS FOR NON-PROFIT ORGANIZATIONS - \$18.00/HR/FIELD FOR OFF PEAK HOURS PRIOR TO 6:00 PM - \$36.00/HR/FIELD FOR ON PEAK HOURS AFTER 6:00 PM
2. FIELD AND COURT FEES ARE AS FOLLOWS FOR-PROFIT ORGANIZATIONS - \$36.00/HR/FIELD FOR OFF PEAK HOURS PRIOR TO 6:00 PM - \$72.00/HR/FIELD FOR PEAK HOURS AFTER 6:00 PM (DISCOUNTS DO NOT APPLY TO STAFF COST OR FOR-PROFIT ORGANIZATIONS)
3. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS ON OFF PEAK HOURS BEFORE 6:00 PM ONLY BASED ON THEIR ROSTERS AND HOW MANY CITY OF WORCESTER RESIDENTS ARE IN THE LEAGUE: **AND ONLY APPLICABLE TO NON-PROFIT ORGANIZATIONS** FOR EXAMPLE IF 100% OF THE PEOPLE ARE FROM WORCESTER THAT WILL BE A 50% DISCOUNT. HOWEVER IF THE AMOUNT OF RESIDENTS IS LESS THAN 100% THEN THE PERCENTAGE IS CALCULATED BY TAKING THE NUMBER OF RESIDENTS TIMES 100 DIVIDED BY THE TOTAL NUMBER OF PEOPLE AND DIVIDED BY 50%
4. NO DISCOUNTS ARE GIVEN FOR INDIVIDUAL/PRACTICE PERMITS, NON RESIDENTS OF WORCESTER OR FOR-PROFIT ORGANIZATIONS.
5. NO DISCOUNTS WILL BE GIVEN FOR PEAK HOURS 6:00 PM – 10:00 PM
6. **ALL SYTHETIC FIELDS MAY REQUIRE STAFF AT GAMES. THE FEE IS \$125.00 PER HOUR WITH A MINIMUM OF TWO HOURS PER DAY.**

EVENT PERMITS:

1. INDIVIDUALS OR GROUPS (THIS PERMIT IS FOR A LOCATION, IN A SPECIFIC PARK AT A SET TIME BETWEEN DAWN AND DUSK.)
2. 8:00 AM – 6:00 PM - \$250.00/UPTO FOUR (4) HOURS/PARK
3. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS OFF THE APPLICATION FEE ONCE VERIFICATION IS SUBMITTED (DISCOUNT DO NOT APPLY TO STAFF COST OR FOR-PROFIT ORGANIZATIONS)
4. TRASH REMOVAL/DISPOSAL FEE WILL START AT \$400.00 AND WILL INCREASE BASED ON THE SIZE OF THE EVENT. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP A MINIMUM OF \$220.00 WILL BE CHARGED FOR TRASH PICKED UP THROUGHOUT THE FACILITY.
5. ELECTRICAL FEE \$25.00 PER HOUR OF ELECTRIC USE AND WILL INCREASE DEPENDING ON WHAT THE ELECTRICITY IS FOR (I.E. BOOM BOX, COFFEE MAKER, SOUND SYSTEM, ETC.)
6. STAFF FEES WILL APPLY TO EVENTS AS DEEMED NECESSARY BY THE PARKS, RECREATION & CEMETERY DIVISION AT A RATE OF \$55.00 PER HOUR, MINIMUM OF 4 HOURS. THIS FEE IS NOT DISCOUNTABLE.

COMMUNITY BUILDINGS:

1. RENTALS:
2. NON-PROFIT GROUPS/ORGANIZATIONS - \$250.00/DAY – **STAFF FEES MAY APPLY**
3. PRIVATE GROUPS/ORGANIZATIONS/INDIVIDUALS - \$350.00/DAY – **STAFF FEES MAY APPLY**
4. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS – DISCOUNTS DO NOT APPLY TO STAFF COST OF TO FOR PROFIT ORGANIZATIONS
5. *NOTE: ADDITIONAL FEE FOR STAFF WILL BE CHARGED FOR OPENING/CLOSING, IF SETUP IS NEEDED OR DEEMED NECESSARY BY THE CITY. THE CITY RESERVES THE RIGHT TO WAIVE THE PERMIT FEE FOR MEETING/EVENTS THAT IS IN THE BEST INTEREST OF THE CITY OF WORCESTER. STAFF FEES WILL NOT BE WAIVED.

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:

ORGANIZATIONS/GROUPS/INDIVIDUALS REQUESTING PERMITS FOR EVENTS/TOURNAMENTS WILL BE CHARGED FEES AS DETERMINED ON AN INDIVIDUAL BASIS (STAFF, UTILITIES OR NEEDS AS REQUIRED BY DEPARTMENT) BASED ON DEPARTMENTAL AND PARKS & RECREATION COMMISSION REQUIREMENTS.

PORTABLE STAGE FEE:

THE FEE FOR DELIVERY, SET UP, BREAKDOWN AND PICKUP OF THE PORTABLE STAGE WITHIN THE CITY OF WORCESTER IS \$880.00 AND THIS FEE IS NON-NEGOTIABLE.

ADMINISTRATIVE CHARGE:

A \$100.00 ADMINISTRATIVE CHARGE IS INCLUDED IN THE PERMIT FEE TO COVER STAFF AND SECRETARIAL COSTS, OFFICE SUPPLIES, MAILINGS, UTILITY COSTS, ETC. **THIS FEE WILL ALSO BE CHARGED FOR ANY CHANGES ON FINALIZED PERMITS.**

REFUND POLICY:

CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION **WILL NOT ISSUE ANY REFUNDS FOR PERMITS DUE TO WEATHER CONDITIONS.** OTHER CASES WILL BE DETERMINED ON AN INDIVIDUAL BASIS. THE CITY OF WORCESTER WILL WORK WITH EVENT, PICNIC, AND WEDDING ORGANIZERS TO ATTEMPT TO FIND AN ALTERNATIVE DATE IN CASES OF INCLEMENT WEATHER.

FEE STRUCTURE:

A \$125.00 NON REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST. APPROPRIATE FEES WILL BE APPLIED AS SHOWN ABOVE WITH DISCOUNTS TO BE APPLIED ONLY TO INDIVIDUAL, ORGANIZATIONS OR GROUPS THAT SUBMIT ALL REQUIRED

RESIDENCY DOCUMENTATION TO INCLUDE COMPLETED TEAM ROSTERS, COMPLETED SCHEDULES OF GAMES AND PRACTICES, TEAM LISTINGS AND A BLANK COPY OF THE LEAGUE APPLICATION WITH COST INCLUDED. THE COMMISSIONER OR HIS/HER DESIGNEE WILL REVIEW, CONFIRM AND APPROVE ALL INFORMATION BEFORE ANY DISCOUNT WILL BE APPLIED. DISCOUNTS WILL ONLY BE APPLIED AFTER A COMPLETE REVIEW OF ALL REQUIRED DOCUMENTS. THE FILING OF FALSE INFORMATION TO THE CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION WILL RESULT IN A LOSS OF PERMITS AND THE CHARGING OF FULL FEES FOR THE ENTIRE REQUEST. ANY ORGANIZATION, INDIVIDUAL AND/OR GROUP FOUND TO PROVIDE FALSE INFORMATION WILL BE REQUIRED TO ATTEND A PARKS & RECREATION COMMISSION MEETING TO JUSTIFY THE ALLEGED FILING AND WOULD CONSEQUENTLY NEED APPROVAL FROM THE PARKS & RECREATION COMMISSION FOR FUTURE REQUEST. A 2% LATE CHARGE WILL BE ASSESSED TO TALL LEAGUES/ORGANIZATIONS EACH MONTH IF THE INVOICE IS NTO PAID WITHIIN 45 DAYS OF THE INVOICE DATE.

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Pacheco, Milagros

From: Cy GlobalTV <[REDACTED]>
Sent: Monday, February 27, 2023 1:42 PM
To: Pacheco, Milagros
Subject: Re: Date for next year

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.

Yes, please!

On Mon, Feb 27, 2023 at 9:06 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Yes, it is available. Would you like to change the date to July 22nd?

From: Cy GlobalTV <[REDACTED]>
Sent: Monday, February 27, 2023 9:04 AM
To: Pacheco, Milagros <PachecoM@worcesterma.gov>
Subject: Re: Date for next year

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.

East Park

On Mon, Feb 27, 2023 at 8:29 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Good morning Cy,

Are you still considering East Park or the Common?

Mily



2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: JUSTICE PARK Today's Date: 03/17/23
 Name of Your Organization: AUTISTIC CARIBBEAN FOUNDATION Website: WWW.AUTISTICCARIBBEANFOUNDATION.ORG
 Name of Applicant: ANDREW SHARPE Email: [REDACTED]
 Address: 25 [REDACTED] City: BOSTON State: MA Zip: 02205
 Cell Phone #: [REDACTED] Alternate Phone #: _____

Event Date: JUNE 18 Rain Date: JUNE 19 Start Time: 12 PM End Time: 7 PM
 Set up Date & Start time: JUNE 18 8AM-11AM Breakdown Date & End Time: JUNE 18 7PM-9PM
 Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: CELEBRATION OF THE ANNUAL PROCLAMATION OF NATIONAL CARIBBEAN HERITAGE MONTH

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 500

Will you be charging admissions or selling any items at this event? (You may need a Hawker & Peddlers license) YES NO

If the event is located at the Common: Are you requesting to serve alcohol? Yes N/A No.
 (Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)

Are you a non profit organization with a 501C3? Yes No (Please provide copy of certificate) ID# _____

Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)? Yes No
 (You will need a Sound Permit from the Police Department, please see below.)

This section must be completed by the Police Department ONLY

Anyone requesting a Park Permit will need to notify the Police Department Off-Duty Office and have them complete and sign below in reference to Police Supervision and/or Sound Permits. The Police will determine the need for Police Supervision, if any, and the number of officers required. There is no exception to this requirement.
wpdpaydetailofficeemailist@worcesterma.gov - 508-799-8686

Will this event require Police Supervision? Yes NO If Yes, number of Officers: _____

Does the event require a Sound Permit? Yes No

Has a Sound Permit been obtained? Yes No (A copy of the permit must be attached)

Official Signature: _____ Date: _____

Initials: AS

Please answer the questions below and see notes * A set up map will be required*

Yes No

- Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)
- Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)
- Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)
- Will you be renting portable restrooms? Please provide information on TURBINE DESPO.
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster.
* Each accessible unit must be placed with entrance facing an accessible area.
- Will you be requesting the use of our electricity? (Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day.)
If using a multi-media/sound company, please provide name & phone number: _____
- Will you be using a generator? (A permit from Inspectional Services will be required, contact information page 4 (Copy of the generator permit will be required by Parks.)
- Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for contact information.) Copy of the food permit will be required by Parks. Oil will not be allowed to be disposed of in sewer drains, a disposal plan must be submitted with the application.
- Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department. Contact information available on page 4. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)
- Will you be using Tents? (All tents must be stake-less. A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for Contact Information.)
Size of Tents: 10x10 Number of Tents: 20 Tent Company Name: _____
- Will there be any inflatable devices/bouncy houses? (All devices must be stake-less, and approval will be based on current public health guidance. Company: _____)
- Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.
- Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4)
- Will you be using any banners? (No nails or staples allowed, only rope or tape. Large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location.)
- WE WANT THE STAGE
Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00 the size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.)

Initials: AS

Please see Important notes below:

1. **Events:** All events charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the event date. The proposal is to include all event details, and meet requirements as set forth by the Parks & Recreation Commission. A Special Events application may need to be completed and submitted to the Special Events Committee. All new events, as well as large scale events, will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events occurrence.
2. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environment impact, safety of wildlife, and the debris that is left. A fine may be assigned to those who disregard this rule.
3. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division requires staff at all event/permits for the duration of the event including event set up and breakdown times, this and other requirements will be determined on a case-by-case basis. Staff fees will apply at \$60 per hour minimum of 4 hours per day, per staff assigned. A non-refundable down payment of \$125.00 will be required at the time the application is submitted to reserve the date. Fees will vary based on event types, needs for additional staff, electricity, hours, trash pickup fee, and magnitude of event. Final payment will be due at least one (1) month prior to the event day. Payments made less than one month prior will have to submit a certified payment such as a bank check or a money order. Union rules requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
4. **Refunds:** Refunds will NOT be given unless is not cancelled in writing within the required timeframe. A 24-hour written cancellation notice is required to avoid additional fees; emails will be accepted as a written form of notification. Weekend cancellation notices must be received by noon (12:00 PM) on the last business day prior to your event and must be confirmed and approved by DPW & Parks – Parks & Recreation Division staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration. A full fee will be charged to those who do not cancel on time. Rain dates are available at the time of request, not after and will only be honored if cancelled and rescheduled in a timely manner according to this policy. An email sent to parks@worcesterma.gov will also be accepted as a written cancellation with a follow up call to 508-799-1190.
5. **Special Events:** Some organizations will be required to contact the Special Events Committee based on the location and the scale of the event. Please call 508-799-1400. It is your responsibility to obtain all necessary permits from other City divisions as applicable to your event and submit copies to Parks Administration along with your completed application. A Parks Permit will not be issued until all necessary permits are obtained (e.g., Tent Permit, Food Permits, Sound Permits, Entertainment License, etc.). If an admission fee is being charged, you may need a permit from License Commission.
6. **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester. Some events may require a higher Limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
7. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 21 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks -- Parks, Recreation & Cemetery Division, (Exception: Worcester Common).
8. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
9. **Facility Clean-up:** Cleanup of park at completion of event is expected. The park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
10. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that do not have parking lots. Illegal parking, such as but not limited to, parking on sidewalks or grass areas will not be allowed, Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.

11. **Water:** October 1st of each year, all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
12. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
13. **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
14. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
15. **Beaches/Water bodies:** Events held at beach facilities or public waterways may require compliance with "Christian's Law". Personal flotation devices/US Coast Guard certified Life Jackets for beach facilities. The permittee shall be responsible for meeting and exceeding all requirements of "Christian's Law" which includes the following:
 - a. Provide a properly-sized and snug fitting type I, II, or III PFD to all minor children determined to be either a non-swimmer or an at-risk swimmer.
 - b. Ensure that all minors are swim tested at the first swimming session.
 - c. Allow parents or legal guardians to provide their own fitting personal flotation device (PFD) to their child if they choose.

A Copy of this State law is available on the City of Worcester website and at the Parks Office.

16. **Set-up map:** Please submit a set up map showing location of tents, tables, chairs, grill etc. You may use a Google maps aerial view of the location, or you may hand draw your own set up map.
17. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
18. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
19. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other City documents

Below is a list of phone numbers for your assistance in the permit process:

Special Events Committee: 455 Main Street	508-799-1400
Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square.....	508-799-8606
Inspectional Services- Food, Portable toilet permits – 25 Meade Street.....	508-799-8539
Inspectional Services – Tents, Generators – 25 Meade Street.....	508-799-1198
Fire prevention – Open flame permits – 141 Grove Street.....	508-799-1822
License Commission -- Flea Markets/selling of items/serving alcohol – 455 Main Street.....	508-799-1400
EMS.....	508-421-5728
Parks Security.....	508-612-1121

Initials: AS

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Human Rights Policy. It is the policy of the City to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.

CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.

NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

PENALTIES: Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: ANDREW SHARPE DATE: 03/17/23

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: AS

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. To destroy, misuse or about park property, or to injure or climb trees, lawns, shrubs, plants in any park playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
2. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
3. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, or fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
4. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks - Parks, Recreation & Cemetery Division
5. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
6. To throw, deposit or leave any litter or rubbish any park, playground, or beach area, except in container placed for such purpose Household trash, hazardous waste, debris, or any other material cannot be thrown/dumped into any park or park container.
7. To feed waterfowl & animals is prohibited in any park, playground, or beach.
8. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
9. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
10. To operate a phonogram, bullhorns, radio loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorn, radio, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property of building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester
11. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tobacco, alcohol, medication, drugs, or pornographic material.
12. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
13. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
14. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
15. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any car road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
16. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.

- 17 To play any active ball games in any park, playground, or beach except in areas set aside for such games. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
- 18 To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
- 19 To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
- 20 **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
- 21 To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
- 22 **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
- 23 **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
- 24 To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
- 25 To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
- 26 To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
- 27 No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
- 28 The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park
- 29 In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
- 30 Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations
- 31 Drones (UAS) and other aircraft. Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces, unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations
- 32 It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
- 33 **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours. Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00

The above Rules and regulations have been approved by the Parks & Recreation Commission

Initials: AS

PARKS & RECREATION

FEES & CHARGES POLICY 2023

- Fees will be charged for field use permits issued to youth groups/organizations that are city residents under the age of 18, to include but not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, Lacrosse, handball, tennis, cricket, field hockey, Street Hockey or any other sport). This fee can be reduced or waived if the youth league is a 501C3 Non-profit and/or completes regular maintenance on their field. (Discounts do not apply to staff costs)
- Fees will be charged to organizations/leagues that are for profit – No discounts will apply.
- There is a two (2) hour per day minimum for all permits.
- OFF PEAK HOURS for fields/rinks/courts are 8:00 AM – 6:00 PM.
- PEAK HOURS for fields/rinks/courts are 6:00 PM – 10:00 PM (All fields close at 10:00 PM unless approved by the City, if additional hours are approved the fees will be based on peak hour cost.)

SPORT PERMITS:

- Field and court fees are as follows for non-profit organizations - \$18.00/Hr./Field for off peak hours prior to 6:00 PM - \$36.00/Hr./Field for peak hours after 6:00 PM.
- Field and court fees are as follows for-profit organizations - \$36.00/Hr./Field for off peak hours prior to 6:00 PM - 72.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost or to for-profit organizations).
- All synthetic fields may require staff at games. The fee is \$125.00 per hour minimum of two hours per day.

EVENT PERMITS:

- Individuals or groups (This permit is for a location, in a specific park at a set time between dawn and dusk.)
- 8:00 AM – 6:00 PM - \$250.00/UPTO FOUR (4) HOURS/PARK.
- A discount of up to 50% will be given to City of Worcester Residents application fee, once verification is submitted (Discount does not apply to staff cost, For-profit organizations, or Non-Residents).
- Trash removal/disposal fee will start at \$400.00 and will increase based on the size of the event. This fee does not include facility clean up a minimum of \$240.00 will be charged for trash picked up throughout the facility
- Electrical fee \$30.00 per hour of electric use, if the electrician is needed the fee will be an additional \$60.00 per hour minimum of 4 hours.
- Staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division at a rate of \$60.00 per hour, minimum of 4 hours per day, per staff assigned. There will be NO discounts given for this fee.

COMMUNITY BUILDINGS:

- Rentals: Non-profit groups/organizations - \$250.00/4 hours. Additional fees may apply for staff.
- Private groups/organizations/individuals - \$350.00/4 hours. – Additional fees may apply for staff.
- A discount of up to 50% will be given to City of Worcester residents -- Discounts do NOT apply to staff cost or to For Profit organizations.
- *Note: Additional fee for staff will be charged for opening/closing of said facility. The City reserves the right to waive the permit fee for meeting/events that is in the best interest of the City of Worcester. Staff fees will not be waived.

METAL DETECTING PERMITS:

- Metal detecting is not allowed at any city park or sports fields due to irrigations, electrical or plumbing lines.
- Metal detecting will only be allowed at the beaches with a permit.
- Permit fee is \$100.00 for 10 dates – 4 hours per date.
- Applicant shall restore a disturbed area to it's original condition by removing all devices of digging and/or probing.
- All trash/litter or other debris uncovered must be removed and placed in an approved trash receptacle.
- Any trash left behind will be cleared by parks staff at a rate of \$60.00/hr minimum of 4 hours per staff (this fee may change).

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS: Organizations/groups/individuals requesting a permit for events/tournaments will be charged fees as determined on an individual basis (Staff, utilities or needs as required by Department) based on Departmental and Parks & Recreation Commission requirements

PORTABLE STAGE FEE: The fee for delivery, setup, breakdown, and pickup of the portable stage within the City of Worcester is \$960.00. This fee is non-negotiable

ADMINISTRATIVE CHARGE: A \$125.00 Administrative fee is included in the permit fee to cover staff, secretarial costs, office supplies, mailings, utility costs, etc. An additional \$125.00 fee will be charged for any changes made to your permit that have been finalized

REFUND POLICY: City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not issue any refunds permits due to weather conditions. All will be determined on an individual basis. The City of Worcester will work with event organizers to set rain dates at the time the application is submitted. Sports organizations will be given the opportunity to call and change the date 7-1 hours prior to the assigned date

FEE STRUCTURE: \$125.00 Non-refundable down payment will be required at the time of request. Fees will be applied to each individual event as per each individual's/organizations/league's needs, as well as sports fees will be applied as per each organization's needs. Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need approval from the Parks & Recreation Commission for future requests. A 2% Late fee will be assessed to all leagues/organizations each month if the invoice is not paid withing 45 days of the invoice date.

Initials: 



Authentic Caribbean Foundation

CITY OF WORCESTER

25 Dorchester Avenue, Boston, MA 02205 or P.O. Box 52010, Boston, MA, 02205, USA Tel: (857)-271-6006

Email: foundation@authenticcaribbeanfoundation.org Website: www.authenticcaribbeanfoundation.org

2022 OCT 24 AM 9: 04
PARKS, RECREATION AND
CEMETERY DEPARTMENT

October 10, 2022

Milly
Parks, Recreation & Cemetery
City of Worcester
50 Officer Manny Familia Wy,
Worcester, MA 01605

Dear Milly,

Please find enclosed application for 2023 Worcester Caribbean American Heritage Festival and deposit payment of US\$125.00.

We look forward to working with you again.

Best regards,

Andrew Sharpe
Chairman
Authentic Caribbean Foundation Inc.

Pacheco, Milagros

From: Authentic Caribbean Foundation Inc. <Foundation@authenticcaribbean.org>
Sent: Thursday, June 23, 2022 5:18 AM
To: Pacheco, Milagros
Cc: Fain, Yaffa
Subject: Re: FW:

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.

Dear Milagros,

We want to say thanks for working with us in making the event a success. Although we expected a larger turnout, it was a great attendance for the first time.

We look forward to working with you next year on June 18, 2023.

Regards,

Andrew Sharpe
Chairman
Authentic Caribbean Foundation Inc.

On Wed, Jun 15, 2022 at 7:58 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Hi Andrew,

It was absolutely great meeting you! Please forward the entertainment license and sound permit and you will be all set. We have assigned staff to work your event, restrooms will be open electricity will be provided.

I hope it's a beautiful day and you have a great turnout!

Mily

From: Authentic Caribbean Foundation Inc. <[REDACTED]>
Sent: Tuesday, June 14, 2022 9:28 PM
To: Pacheco, Milagros <PachecoM@worcesterma.gov>
Cc: Fain, Yaffa <FainY@worcesterma.gov>
Subject: Re: FW:

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.

Hi Millie,

It was really nice meeting you today and I will follow up with the other permits and we are good to go for Sunday.

Have a great day.

Andrew Sharpe

On Tue, Jun 14, 2022 at 10:32 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Hi Andrew,

Attached is a hard copy of your invoice, however, I also sent you a link from Worcester Parks & Recreation (not my email) in the event you want to pay by credit card.

Thank you,

Mily

From: Authentic Caribbean Foundation Inc. <[REDACTED]>
Sent: Tuesday, June 14, 2022 10:24 AM
To: Pacheco, Milagros <PachecoM@worcesterma.gov>
Subject: Re: FW:

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.

Please do since I am not seeing it.

Andrew Sharpe

On Tue, Jun 14, 2022 at 10:20 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Thank you Andrew!

We will also need payment prior to the event. Would you like me to resend you the invoice?

From: Authentic Caribbean Foundation Inc. [REDACTED]
Sent: Tuesday, June 14, 2022 10:15 AM
To: Pacheco, Milagros <PachecoM@worcesterma.gov>
Cc: Fain, Yaffa <FainY@worcesterma.gov>
Subject: Fwd: FW:

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.

Please see attached sign document from Lt. Sawyer for your record.

Regards,

Andrew Sharpe

----- Forwarded message -----

From: Sawyer, Mark J. <SawyerMJ@worcesterma.gov>
Date: Tue, Jun 14, 2022 at 7:26 AM
Subject: FW:
To: Authentic Caribbean Foundation Inc. <foundation@authenticcaribbeanfoundation.org>

Andrew...please see the attached signed application...I corrected the date for this Sunday...we'll get you over a sound permit today thanks

Mark

From: wpd1pdcl@worcesterma.gov <wpd1pdcl@worcesterma.gov>

Sent: Tuesday, June 14, 2022 7:22 AM

To: Sawyer, Mark J. <SawyerMJ@worcesterma.gov>

Subject:



Received on 2/2/23

2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of requested Facility: Green Hill Park Today's Date: 1-21-23

Name of your organization: Los Fielos SOG Website: _____

Name of Applicant: Marcelino J. Guerra Email: [REDACTED]

Address: [REDACTED] City Worcester State MA Zip 01550

Cell Phone# [REDACTED] Alternate Phone # _____

Event Date: 5-27-23 Rain Date: 6-10-23 Start Time: 9am End Time 5pm

Set up Date & Start time: 5-27-23 6am Breakdown Date & End Time: 5-27-23 7pm

Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: Carshow to help the Manny Familia 267

Foundation spread awareness & train officers in swim safety.

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 500

Will you be charging admissions or selling any items at this event? You may need a Hawker & Peddlers license YES NO

If the event is located at the Common. Are you requesting to serve alcohol? _____ Yes No

(Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)

Are you a non-profit organization with a 501C3? _____ Yes No (Please provide copy of certificate) ID# _____

Are you having amplified sound? (Microphones, speakers, blowhorns, radios, sound system) Yes No

(You will need a sound permit from the Police Department, please see below)

This section must be completed by the Police Department ONLY

Anyone requesting a park permit will need to notify the Police Department Off-Duty Office and have them complete and sign below in reference to Police Supervision and/or Sound Permits. The Police will determine the need for Police Supervision if any and the number of officers required. There is no exception to this requirement.

Will this event require Police Supervision? _____ Yes _____ NO If Yes, number of Officers _____

Does the event require a Sound Permit? _____ Yes _____ No

Has a sound permit been obtained? _____ Yes _____ No (A copy of the permit must be attached)

Official Signature: _____ Date: _____

Initials: MG

Please answer the questions below and see notes – A set up map will be required

Yes No

- Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight)
- Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)
- Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms)
- Will you be renting portable restrooms? (Please provide information on company W.D. [redacted])
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster
* Each accessible unit must be placed with entrance facing an accessible surface/walkway.
- Will you be requesting the use of our electricity? Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day. If using a multi-media/sound company, please provide name & phone number _____
- Will you be using a generator? (A permit from Inspectional Services will be required, please see page 4 for their phone number and address) Copy of the generator permit will be required by parks.
- Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for their phone number and address) Copy of the food permit will be required by parks. Oil will not be allowed to be disposed of in the sewer drains, a disposal plan will have to be submitted with the application.
- Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department, phone number, and address available on page 4) If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.
- Will you be using Tents? (All tents must be **stake-less**) (A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for phone number and address)
Size of tents: 10 x 10 Number of Tents: 3 or less Tent Company Name: Personal
- Will there be any inflatable devices/bouncy houses? (All devices must be **stake-less**, and approval will be based on current public health guidance) Company _____
- Will you be using tables and chairs? (The city does not supply tables or chairs, please show location on set up map)
- Will you have EMS services available? (This is not mandatory, but it is recommended, phone number is on page 4)
- Will you be using any banners? (No nails or staples allowed only rope or tape, large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location)
- Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00) (The stage is 24' x 24', it can also be used open halfway with a back, this stage is not accessible)

Initials: MG

Please see important notes below

1. **Events:** All events charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the event date. The proposal is to include all event details, and meet requirements as set forth by the Parks & Recreation Commission. A special events application may need to be completed and submitted to the Special Events Committee. All new events as well as large scale events will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events life.
2. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environment impact, safety of wildlife, and the mess that is left. A fine may be assigned to those who disregard this rule.
3. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division requires staff at all event/permits for the duration of the event including event set up and breakdown times, this and other requirements will be determined on a case-by-case basis. Staff fees will apply at \$60 per hour minimum of 4 hours per day, per staff assigned. A non-refundable down payment of \$125.00 will be required at the time the application is submitted to reserve the date. Fees will vary based on event types, needs for additional staff, electricity, longer hours, trash pickup fee, magnitude of event. Final payment will be due at least one (1) month prior to the event day. Payments made less than one month prior will have to submit a certified payment such as a bank check or a money order. Union rules requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
4. **Refunds:** Refunds will NOT be given if event is not cancelled in writing within the required timeframe. A 24-hour written cancellation notice is required to avoid additional fees, emails will be accepted as a written form of notification. Weekend cancellation notices must be received by noon (12:00 PM) on the last business day prior to your event and it must be confirmed and approved by DPW & Parks – Parks & Recreation Division staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration. A full fee will be charged to those who do not cancel in time. Rain dates are available at the time of request not after and will only be honored if cancelled and rescheduled in a timely manner according to this policy. An email sent to parks@worcesterma.gov will also be accepted as a written cancellation with a follow up call to 508-799-1190.
5. **Special Events:** Some organizations will be required to contact the Special Events Committee based on the location and the scale of the event. Please call 508-799-1400. It is your responsibility to obtain all necessary permits from other city divisions as applicable to your event and submit copies to Parks Administration along with your completed application. A parks permit will not be issued until all necessary permits are obtained (e.g., tent permit, food permits, sound permits, Entertainment license, etc.). If an admission fee is being charged you may need a permit from License Commission.
6. **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement with indemnifies and holds harmless the City of Worcester. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
7. **Alcohol:** Alcoholic Beverages are not allowed in city parks (See item 21 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. (Exception: Worcester Common)
8. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces as per city ordinance is not allowed.
9. **Facility Clean up:** Cleanup of park at completion of event is expected. The Park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
10. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that don't have parking lots. Illegal parking such as but not limited to parking on sidewalks or grass areas will not be allowed Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.

11. **Water:** October 1st of each year all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
12. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
13. **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
14. **Transferring of permits:** There shall be **No** transferring of permits from one permittee to another.
15. **Beaches/Water bodies:** Events held at beach facilities or public waterways maybe require to be in compliance with Christian's Law. Personal flotation devices/US Coast Guard certified Life Jackets for beach facilities: The permittee shall be responsible for meeting and exceeding all requirements of "Christians Law" which includes the following:
 - a. Provide a properly sized and snug fitting type I, II, or III PFD to all minor children determined to be either a non-swimmer or an at-risk swimmer.
 - b. Ensure that all minors are swim tested at the first swimming session.
 - c. Allow parents or legal guardians to provide their own fitting personal flotation device (PFD) to their child if they choose.

A Copy of this State law is available on the City of Worcester website or at the Parks Office

16. **Set up map:** Please submit a set up map showing location of tents, tables, chairs, grill etc. You can use a google maps aerial view of the location or you may hand draw your own set up map.
17. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
18. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
19. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

Below is a list of phone numbers for your assistance in the permit process:

Special Events Committee: 455 Main Street	508-799-1400
Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square.....	508-799-8606
Inspectional Services- Food, Portable toilet permits – 25 Meade Street.....	508-799-8539
Inspectional Services – Tents, generators – 25 Meade Street.....	508-799-1198
Fire prevention – Open flame permits – 141 Grove Street.....	508-799-1822
License Commission – Fleas Markets/selling of items/serving alcohol.....	508-799-1400
EMS.....	508-799-8606
Parks Security.....	508-612-1121

Initials: MG

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Human Rights Policy. It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.


The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

PENALTIES: Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: Marcelino J. Guerra DATE: 1-21-23

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: MG

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. To destroy, misuse or about park property, or to injure or climb trees, lawns, shrubs, plants in any park playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
2. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
3. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, or fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
4. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
5. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
6. To throw, deposit or leave any litter or rubbish any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown/dumped into any park or park container.
7. To feed waterfowl & animals is prohibited in any park, playground, or beach.
8. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
9. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
10. To operate a phonogram, bullhorns, radio loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorn, radio, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property of building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
11. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tabaco, alcohol, medication, drugs, or pornographic material.
12. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
13. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
14. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
15. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any car road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
16. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.
17. To play any active ball games in any park, playground, or beach except in areas set aside for such games.

18. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
20. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
21. **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
22. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
23. **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
24. **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
25. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
26. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
27. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
28. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
29. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
30. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
31. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
32. Drones (UAS) and other aircraft: Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces; unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations.
33. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
34. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00

The above Rules and regulations have been approved by the Parks & Recreation Commission

Initials: MG

**PARKS & RECREATION
FEES & CHARGES POLICY 2023**

- Fees will be charged for field use permits issued to youth groups/organizations that are city residents under the age of 18, to include but not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, Lacrosse, handball, tennis, cricket, field hockey, Street Hockey or any other sport) This fee can be reduced or waived if the youth league is a 501C3 Non-profit and/or completes regular maintenance on their field. (Discounts do not apply to staff costs)
- Fees will be charged to organizations/leagues that are for profit – No discounts will apply
- There is a two (2) hour per day minimum for all permits
- **OFF PEAK HOURS** for fields/rinks/courts are 8:00 AM – 6:00 PM
- **PEAK HOURS** for fields/rinks/courts are 6:00 PM – 10:00 PM (All fields close at 10:00 PM unless approved by the city, if additional hours are approved the fees will be based on peak hour cost.)

SPORT PERMITS:

1. Field and court fees are as follows for **non-profit organizations** - \$18.00/Hr./Field for off peak hours prior to 6:00 PM - \$36.00/Hr./Field for peak hours after 6:00 PM
2. Field and court fees are as follows for **for-profit organizations** - \$36.00/Hr./Field for off peak hours prior to 6:00 PM - 72.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost or to for-profit organizations).
3. **All synthetic fields may require staff at games. The fee is \$125.00 per hour minimum of two hours per day.**

EVENT PERMITS:

1. Individuals or groups (This permit is for a location, in a specific park at a set time between dawn and dusk.)
2. 8:00 AM – 6:00 PM - \$250.00/UPTO FOUR (4) HOURS/PARK
3. A discount of up to 50% will be given to City of Worcester Residents application fee, once verification is submitted (Discount does not apply to staff cost, For-profit organizations, or Non-Residents)
4. Trash removal/disposal fee will start at \$400.00 and will increase based on the size of the event. This fee does not include facility clean up a minimum of \$240.00 will be charged for trash picked up throughout the facility.
5. Electrical fee \$30.00 per hour of electric use, if the electrician is needed the fee will be an additional \$60.00 per hour minimum of 4 hours.
6. Staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division at a rate of \$60.00 per hour, minimum of 4 hours per day, per staff assigned. There will be **NO** discounts given for this fee.

COMMUNITY BUILDINGS:

1. Rentals: Non-profit groups/organizations - \$250.00/4 hours. Additional fees may apply for staff.
2. Private groups/organizations/individuals - \$350.00/4 hours. – Additional fees may apply for staff.
3. A discount of up to 50% will be given to City of Worcester residents – Discounts do NOT apply to staff cost or to For Profit organizations.
4. *Note: Additional fee for staff will be charged for opening/closing of said facility. The City reserves the right to waive the permit fee for meeting/events that is in the best interest of the City of Worcester. Staff fees will not be waived.

METAL DETECTING PERMITS:

1. Metal detecting is not allowed at any city park or sports fields due to irrigations, electrical or plumbing lines.
2. Metal detecting will only be allowed at the beaches with a permit.
3. Permit fee is \$100.00 for 10 dates – 4 hours per date.
4. Applicant shall restore a disturbed area to it's original condition by removing all devices of digging and/or probing.
5. All trash/litter or other debris uncovered must be removed and placed in an approved trash receptacle.
6. Any trash left behind will be cleared by parks staff at a rate of \$60.00/hr minimum of 4 hours per staff (this fee may change).

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS: Organizations/groups/individuals requesting a permit for events/tournaments will be charged fees as determined on an individual basis (Staff, utilities or needs as required by Department) Based on Departmental and Parks & Recreation Commission requirements.

PORTABLE STAGE FEE: The fee for delivery, setup, breakdown, and pickup of the portable stage within the City of Worcester is \$960.00. This fee is non-negotiable.

ADMINISTRATIVE CHARGE: A \$125.00 Administrative fee is included in the permit fee to cover staff, secretarial costs, office supplies, mailings, utility costs, etc. An additional \$125.00 fee will be charged for any changes made to your permit that have been finalized.

REFUND POLICY: City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not issue any refunds permits due to weather conditions. All will be determined on an individual basis. The City of Worcester will work with event organizers to get rain dates at the time the application is submitted. Sports organizations will be given the opportunity to call and change the date 24 hours prior to the assigned date.

FEE STRUCTURE: \$125.00 Non-refundable down payment will be required at the time of request. Fees will be applied to each individual event as per each individual's/organizations/league's needs, as well as sports fees will be applied as per each organization's needs. Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need

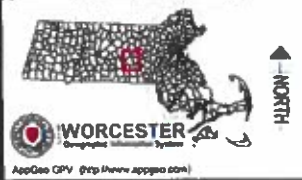
approval from the Parks & Recreation Commission for future requests. A 2% Late fee will be assessed to all leagues/organizations each month if the invoice is not paid within 45 days of the invoice date.

Initials: MG

Green Hill Park 1



LEGEND	
	Railroad
	Parcels
	Worcester Conservation
	Mass Audubon
	Greater Worcester Land
	Auburn Conservation C
	Buildings
	Building
	Deck/Patio
	Streams
	Ponds
	Parks
	City



City of Worcester
Geographic Information System
Technical Services Division
Worcester, Massachusetts

Map Date:
January 29, 2014

Map Scale:
1" = 175 ft

DATA SOURCES
 Basemap data: City of Worcester Geographic Information System
 Original Data - Digitized at 1:480 scale (Data true resolution: 1 inch = 40 feet)
 Updated Using Spring 2003 Photography at 1 inch = 100 feet
 Further Updates Using City of Worcester Information
 2011 Imagery (c) DigitalGlobe, Inc. All rights reserved.

COORDINATE SYSTEM
 All map data is in the Massachusetts State Plane Coordinate system.



Green Hill Park 2



LEGEND	
	Railroad
	Buildings
	Parcels
	Worcester Conservation
	Mass Audubon
	Greater Worcester Land
	Auburn Conservation C
	Streams
	Ponds
	Parks
	City
	Deck/Patio



City of Worcester
Geographic Information System
Technical Services Division
Worcester, Massachusetts

Map Date:
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Updated Using Spring 2003 Photography at 1 inch = 100 feet
Further Updates Using City of Worcester Information
2011 Imagery (c) DeLormeGlobe, Inc. All rights reserved.

COORDINATE SYSTEM
All map data is in the Massachusetts State Plane Coordinate system.



cc2023may19111358

TO THE CITY COUNCIL OF THE CITY OF WORCESTER:

The undersigned person(s) most respectfully petitions your Honorable Board:

Request Indian Hill Park be renamed Sara Robertson Park.

Councilor Sean M. Rose



The City of **WORCESTER**

SEAN M. ROSE
District 1 City Councilor

455 Main Street
Worcester, MA 01608

Robert C. Antonelli Jr.
Parks, Assistant Commissioner
Parks, Recreation & Cemetery Division, City of Worcester
50 Officer Manny Familia Way
Worcester, MA 01605

May 12, 2023

I am writing to express my support for the renaming of Indian Hill Park to now be called Sara Robertson Park.

Sara Robertson's achievement in becoming the first female mayor of Worcester in 1982 inspires and motivates young women to pursue leadership roles in their communities. During a time when males dominated the local political scene, Sara becoming Mayor was no easy task. Nevertheless, she proved to everyone it was a possibility, ending 134 years of exclusively male mayoralties. During her tenure, Robertson used her role as mayor to promote Worcester throughout the state and New England, which had never been done before. She would deliver speeches about Worcester at seminars and conferences across the Northeast that she would attend out of her own pocket. Her doing so helped to share the word about Worcester during the appearances she made on Boston television talk and news shows. It is also worth noting that she served on the city council as the fourth female elected to the council in the city's history.

Sara was more than just a political figure. She was also involved in numerous community organizations as an active and engaged member of the Worcester community for many years. Naming Indian Hill Park after her would help celebrate her accomplishments and showcase a positive role model for future generations to look up to. The city of Worcester would not only be sending a message of inclusivity and diversity. It would also show that the city values and recognizes the contributions of all its citizens, regardless of their gender.

Worcester has only seen 2 female mayors so far, maybe it's third will be one of those children who enjoy using Indian Hill Park?

In closing, I would like to express how wonderful for the city as well as Sara's family it would be to see Indian Hill Park named after her. What a fitting tribute it would be for such an important woman in our city's history. If you have any questions, please don't hesitate to reach out to me at RoseS@worcesterma.gov. Thank you for your time and consideration.

Best,

Sean Rose, M.Ed.
District 1 City Councilor



PARKS & RECREATION COMMISSION

POLICY & PROCEDURE

PARK FACILITY NAMING

I. PURPOSE

To outline the criteria and procedures for official naming of Park & Recreation Facilities in the City under management and control of the Parks & Recreation Commission.

II. PROCEDURE

1. The Parks and Recreation Commission at any regularly scheduled meeting will accept whether a new, renovated or existing facility should be named based on a submitted application. This will be decided by a majority of the commissioners present. Suggestions for names may be solicited from neighborhood organizations, individuals, and citywide groups, and all suggestions, solicited or not, will be acknowledged and recorded for consideration by the Parks & Recreation Commission.
2. Individuals, organizations, and citywide groups must provide such historical or other supportive information as appropriate to justify the recommendation in 500 words or less. Complete verification and substantiation of any claims made by a petitioning group is required. The Parks Administration, for accuracy, will review this verification. Particular attention should be directed to the “outstanding volunteer efforts” section of number 5 of this policy.
3. The names brought before the Parks & Recreation Commission at a regularly scheduled meeting which meet procedure #2 will be heard by the Parks & Recreation Commission at its next scheduled meeting a minimum of thirty (30) days after the first meeting.
4. The Parks & Recreation Commission will notify through the media for one month the proposed naming of a facility and will receive comment on such names.
5. The full Parks & Recreation Commission will vote at a regular scheduled meeting to decide the naming of a Parks & Recreation Facility from the name or names submitted to it that have followed all procedures and meet the criteria set forth. The Parks and Recreation Commission must have a 2/3 vote of its members to name or change the name of a facility.

III. POLICY

1. The naming of parks, recreation areas and facilities should be approached with caution, patience and deliberation, and with awareness that these actions will exert influence upon the total community for future generations.
2. To avoid duplication, confusing similarity or inappropriateness, the Commission in considering name suggestions shall review existing facility names in the park system.
3. Consideration in naming parks facilities shall be given to geographical location, historical or cultural significance, or natural and/or geological features.
4. Community Centers shall be named, wherever possible, for the geographic location that gives identity to the community.
5. No facility shall be named for a living person. Exceptions may be considered when a significant contribution of land or money is made and the donor stipulates naming of the facility as a consideration of the donation., OR WHEN EXCEPTIONALLY OUTSTANDING VOLUNTEER EFFORTS WHICH DIRECTLY BENEFIT PARKS DEPARTMENT FACILITIES AND/OR PARKS AND RECREATION PROGRAMS WOULD SO JUSTIFY.
6. There shall be a time lapse of no more than three (3) months between the receipt of a name proposal and the final recommendation on its adoption unless extenuating circumstances or the request is submitted during the Summer.
7. Portions of a facility may have a name other than that of the entire facility. (I.E., a softball field may be named within an existing Park)
8. Timing is of the essence in naming facilities since temporary designations tend to be retained. In the development of facilities requiring naming, a name shall be designated whenever possible prior to construction of the improvements.
9. A name once adopted, should be bestowed with intention that it will be permanent, and changes should be strongly resisted.
10. The policy may be amended by a two-thirds vote of the Parks & Recreation Commission.
11. Parks & Recreation Commission and all appropriate Public Officials should be invited to Dedication Ceremonies.

VI. PARKS AND RECREATION COMMISSION APPROVAL RECORD

1. Clarification on Policy #5 voted 7-0 on 1/21/99.
2. Clarification on Procedure #1, first line, #2 last line, and #6 last line were voted 7-0 on 6/1/99.
3. Clarification on Procedure #1 first line voted 6-0 on 11/18/99.
4. Voided Policy #11 voted 6-0 on 11/18/99.
5. This was policy was reviewed and approved by the Parks and Recreation Commission on February 16, 2012.

HUMAN RIGHTS COMMISSION POLICY STATEMENT

It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, status, sexual orientation, disability or source of income undermines civil order and deprives person of the benefits of a free and open society. Nothing in this ordinance shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this ordinance that all persons be treated fairly and equally and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination and the disorder occasioned thereby.



Eric D. Batista
City Manager

CITY OF WORCESTER

cm2023apr18081627

Attachment for Item #

10.9 C

April 25, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to a request for an update on the conditions of Elm Park Pond, as received from Jay J. Fink, Commissioner of Public Works and Parks, is forwarded for the information of your Honorable Body.

Respectfully submitted,

Eric D. Batista
City Manager



To: Eric D. Batista, City Manager
From: Jay J. Fink, P.E., Commissioner
Date: April 25, 2023
Re: Elm Park Pond

The Department of Public Works & Parks respectfully submits this memo for your review and consideration and to forward to the City Council for their review. This information is submitted in response to City Council Order #: 12278 wherein a request was made for a report concerning the current conditions of Elm Park Pond.

In Fiscal Year 2012 & 2013 the City of Worcester received two Commonwealth of Massachusetts PARC Grants for the renovation of Elm Park which included a new pond edge around the North & Elm Meres, new internal walkways, new lighting, playground upgrades & safety surfacing, and the addition of new picnic tables and benches. During this same time, the Department of Public Works & Parks installed a pumping system which extracts water from an aquifer approximately 80-feet underground to pump fresh water into the pond. The City decided to stop using public drinking water from the water filtration plant to fill the pond in the North Mere. Additionally, in partnership with Worcester Technical High School, WPI, the Rotary Club of Worcester, the Worcester Chamber of Commerce and the Myra Hiatt Kraft Family, the City of Worcester renovated and dedicated a fully accessible bridge between the South & Elm Meres in 2015 to Myra Hiatt Kraft.

Over the past few years, in partnership with our State Delegation at the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs, Department of Conservation and Recreation, the City of Worcester was authorized to use funding from the state budget which allowed the City to design improvements at Elm Park. The main use of this funding was for maintenance & design services associated with the three meres (ponds) at Elm Park to continue combating the effects of invasive overgrowth.

The funding supplied by the Commonwealth has allowed DPW & Parks as well as the Department of Sustainability & Resilience to begin the development of plans to assist in the removal of invasive weeds & plant growth as well as ways to increase the depth within the three meres:

In the North Mere, the Department of Sustainability & Resilience (DSR) is working on a design for the treatment and removal of the invasive plants. This plan was heard by the Conservation Commission in November 2022 and approved. The

design includes removal of plant growth from the North Mere. Work is expected to begin in this Mere within the next few months.

In the South Mere, the Department of Public Works and Parks; Parks, Recreation & Cemetery Division has initiated a design project for the maintenance of the natural pond edge (non-wall area). This plan is still in design and a site visit was recently completed with the Conservation Commission Agent. DPW & Parks will be working on adjustments to the design based on this meeting and will finalize a plan. The plan is required to have Conservation Commission approval before implementation begins.

The Elm Mere will need further study once the North & South Meres are designed, permitted and once the work has begun. DPW & Parks along with DSR will be looking at the successes within the North & South Meres to design a plan for the Elm Mere.

DPW & Parks will also be looking to complete some additional design at the pond weir, located in the North Mere. This design/inspection will focus on possible leaks within the existing weir, potential upgrades to the weir, as well as an assessment to determine whether the elevation of the weir can be raised to increase the elevation of the pond. Raising the pond elevation at the North Mere may also increase the elevation into the Elm and South Meres. This work is currently conceptual in nature and needs to be verified through a full design and permitting process.

The City will work with Consultants and Wetland Scientists to identify other possible sources of water, including deeper wells or aquifers, management of other water resources to increase the pond depth, and new treatments to reduce/eliminate the invasive overgrowth.

As it relates to the water level, Elm Park Pond is reliant on weather, specifically rain to keep the Meres full. This is truly evident when you visit the facility after it rains. This would be the case even if the City decided to continue the practice of pumping public drinking water from the water filtration plant into the pond. During drought scenarios the use of public drinking water would need to be reduced/shutdown as it would be throughout the system to conserve the drinking water supply. During times of little or no rain (last summer) the water level of the pond receded, this is not a new phenomenon. The pumping system which was installed is not capable of being the sole source of additional water for the pond, other than rain. The system was not designed to meet that capacity, nor did it have the available water supply during initial testing to meet this need. Additionally, the aquifer is also dependent on rain to stay at a level useful to pump water into the pond.

The DPW & Parks and the DSR are committed to investigating all possible options to increase pond elevation and reduce invasive weeds and plant growth in the pond. As

plans progress and we near implementation of these designs, we will share updates with you and the City Council.

Additionally, amenities in the Park including the playground, bridges, lighting, benches, and picnic tables are regularly reviewed and addressed for upkeep. In partnership with the Worcester Technical High School, plans are underway to make repairs/renovations to the Myra Hiatt Kraft and Elm Bridges. This work will be completed by the students and will include replacement of damaged wood throughout both bridges and repainting of both bridges. Oftentimes, this work is weather dependent and needs specific requirements for it to be completed. The plan is to have this work completed before the end of the current school year. This partnership is a win-win for the City: our youth gain valuable experience; they can take pride in work that gets completed within a public facility; and City residents are able to continue to enjoy these amenities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay J. Fink". The signature is fluid and cursive, with a prominent initial "J" and "F".

Jay J. Fink, P.E.
Commissioner, Department of Public Works & Parks



To: Eric D. Batista, City Manager
From: Jay J. Fink, P.E., Commissioner
Date: May 9, 2023
Re: Informational Communication Relative to the 2023
Paul J. Moosey Employee of the Year Award

The Department of Public Works & Parks shares this informational communication and invitation for City Council to join in an awards ceremony set to take place at City Hall on Monday, May 22, 2023 at 12:00 P.M. The DPW&P will present the 2023 recipient of the Paul J. Moosey Employee of the Year Award in honor of Paul's memory, who gave his heart and soul to the City of Worcester, Department of Public Works for over 36 years.

Please join us to present the 3rd Annual

PAUL J. MOOSEY EMPLOYEE OF THE YEAR AWARD

Recipient:	Scott Morin, Director of Maintenance, Parks & Cemetery, CPO
Date:	Monday, May 22, 2023
Time:	12:00 P.M.
Place:	City Hall On the patio out back (weather permitting); or Levi Lincoln Room (if rain)

Preparations are under way to recognize the dedication and service of this year's recipient which also coincides with celebration of National Public Works Week happening May 21 - 27, 2023.



Eric D. Batista
City Manager

CITY OF WORCESTER

cm2023may03040704

Attachment for Item #

10.8 A

May 9, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to a "Save the Date" for an awards ceremony set to take place at City Hall on Monday, May 22, 2023, at 12:00 P.M. as received from Jay J. Fink, P.E., Commissioner, Department of Public Works & Parks, is forwarded for the information of your Honorable Body.

The Department of Public Works & Parks will present the 2023 recipient of the Paul J. Moosey Employee of the Year Award in honor of Paul's memory, who gave his heart and soul to the City of Worcester, Department of Public Works for over 36 years.

The DPW&P invites and encourages all to attend; please save the date!

Respectfully submitted,

Eric D. Batista
City Manager

OFFICE OF THE CITY MANAGER, CITY HALL, WORCESTER, MA 01608

TELEPHONE (508) 799-1175 | FAX (508) 799-1208

EMAIL: citymanager@worceslema.gov



The City of
WORCESTER
Department of Public Works & Parks

Department of Public Works & Parks
Jay J. Fink, P.E., Commissioner
20 East Worcester Street, Worcester, MA 01604
P | 508-929-1300 F | 508-799-1448
dpw@worcesterma.gov

Additional information will be shared as the date approaches. In the meantime, we invite and encourage all to attend; please save the date!

Sincerely,

Jay J. Fink, P.E.
Commissioner, Department of Public Works & Parks

cc2023may19123916

CITY OF WORCESTER

Pursuant to a vote of the Committee on Finance, be it

ORDERED: That

The City Manager be and is hereby requested to request the Assistant Commissioner of Public Works and Parks provide City Council with a report detailing the Parks Department's Master Plan, particularly regarding new parks and fields that have been completed. Further, request City Manager request Assistant Commissioner of Public Works and Parks include in said report a staffing analysis for the Parks Department.

cc2023may19123858

CITY OF WORCESTER

Pursuant to a vote of the Committee on Finance, be it

ORDERED: That

The City Manager be and is hereby requested to request the Assistant Commissioner of Public Work and Parks provide City Council with a report concerning efforts being made to ensure accessibility, safety and playability measures are taken at all city fields.

cc2023 may05104833

CITY OF WORCESTER

ORDERED: That

The City Manager be and is hereby requested to request City Solicitor provide City Council with an update concerning the Home Rule Petition language and process to place a conservation restriction on the Newton Hill side of Elm Park.

In City Council

May 16, 2023

Order adopted by a yea and nay vote of Eleven Yeas and No Nays



A Copy. Attest:

**Nikolin Vangjeli
City Clerk**

cc2023may05110933

CITY OF WORCESTER

ORDERED: That

The City Manager be and is hereby requested to request the Commissioner of Public Works and Parks provide City Council with an update concerning the status of the Harrington Field Master Plan.

In City Council

May 16, 2023

Order adopted by a yea and nay vote of Eleven Yeas and No Nays

A Copy. Attest:



**Nikolin Vangjeli
City Clerk**

cc2023may19102228

CITY OF WORCESTER

ORDERED: That

The City Manager be and is hereby requested to consider implementing a moratorium on the creation of any new city parks until such a time that all existing city parks are satisfactorily maintained, upgraded and/or completed.



Eric D. Batista
City Manager

CITY OF WORCESTER

cm2023may16115240

Attachment for Item #

8.9 C

May 23, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to the City of Worcester being named Tree City USA for thirty-seventh consecutive years and a recipient of the Growth Award for the twenty-fourth consecutive year as received from Jay J. Fink, P.E., Commissioner of the Department of Public Works & Parks, is forwarded for the information of your Honorable Body.

I am pleased to report to the City Council that the DPW&P has been notified that the City of Worcester has once again been chosen by the Arbor Day Foundation as a Tree City USA recipient and a Growth Award recipient. I would like to echo the Commissioner's sentiments and congratulate the Forestry Operations within DPW & Parks for their dedication to the revitalization of the Urban Forest for future generations.

Respectfully submitted,

Eric D. Batista
City Manager



To: Eric D. Batista, City Manager
From: Jay J. Fink, P.E., Commissioner of Public Works and Parks
Date: May 23, 2023
Re: Tree City USA 2022

The Arbor Day Foundation has named the City of Worcester a Tree City USA (the thirty-seventh consecutive year) and Tree City USA Growth Award (the twenty-fourth consecutive year). The Tree City USA and Growth Award honor comes from the Arbor Day Foundation in cooperation with Commonwealth of Massachusetts Department of Conservation and Recreation, Urban and Community Forestry Program. The Arbor Day Foundation is a nonprofit organization dedicated to the care and recognition of the value trees play in our community.

Communities receiving the national recognition are awarded the Tree City USA designation upon recommendation by their state forester. Numerous standards must first be met including having a tree board or department, a comprehensive urban forestry program, and observation of Arbor Day. The City of Worcester has exceeded these standards through an efficient and effective street tree management program. This recognition is a continuation of the steps the Department of Public Works and Parks is using to revitalize the Urban Forest for future generations.

As the Urban Forestry Master Plan comes to completion, Forestry will be able to continue to exceed the standards set by the Arbor Day Foundation with new & improved operational optimizations.

Congratulations to the Forestry Operation Team headed up by Certified Arborist Brian Breveleri for their dedication and commitment to the care and revitalization of the City's Urban Forest.

Sincerely,



Jay J. Fink, P.E.
Commissioner, Department of Public Works & Parks

PARKS, RECREATION & CEMETERY

Jay J. Fink, P.E., Commissioner
 50 Skyline Drive
 Worcester, Massachusetts 01605
 (508) 799-1190

The mission of the Parks, Recreation, and Cemetery Division is to provide efficient and effective grounds maintenance, permitting and renovations at/for over sixty parks and playgrounds. In addition, the Division maintains and repairs public park buildings, manages the City's urban forest (street trees) and the Division's comprehensive summer aquatic and recreation programs. The Division is also responsible for maintaining and managing a 160+ acre cemetery (including burials), completing the physical set up for all National, State and Local elections and providing staff and technical support to the Parks and Recreation Commission, Hope Cemetery Commission, GAR Hall, and Auditorium Board of Trustees.

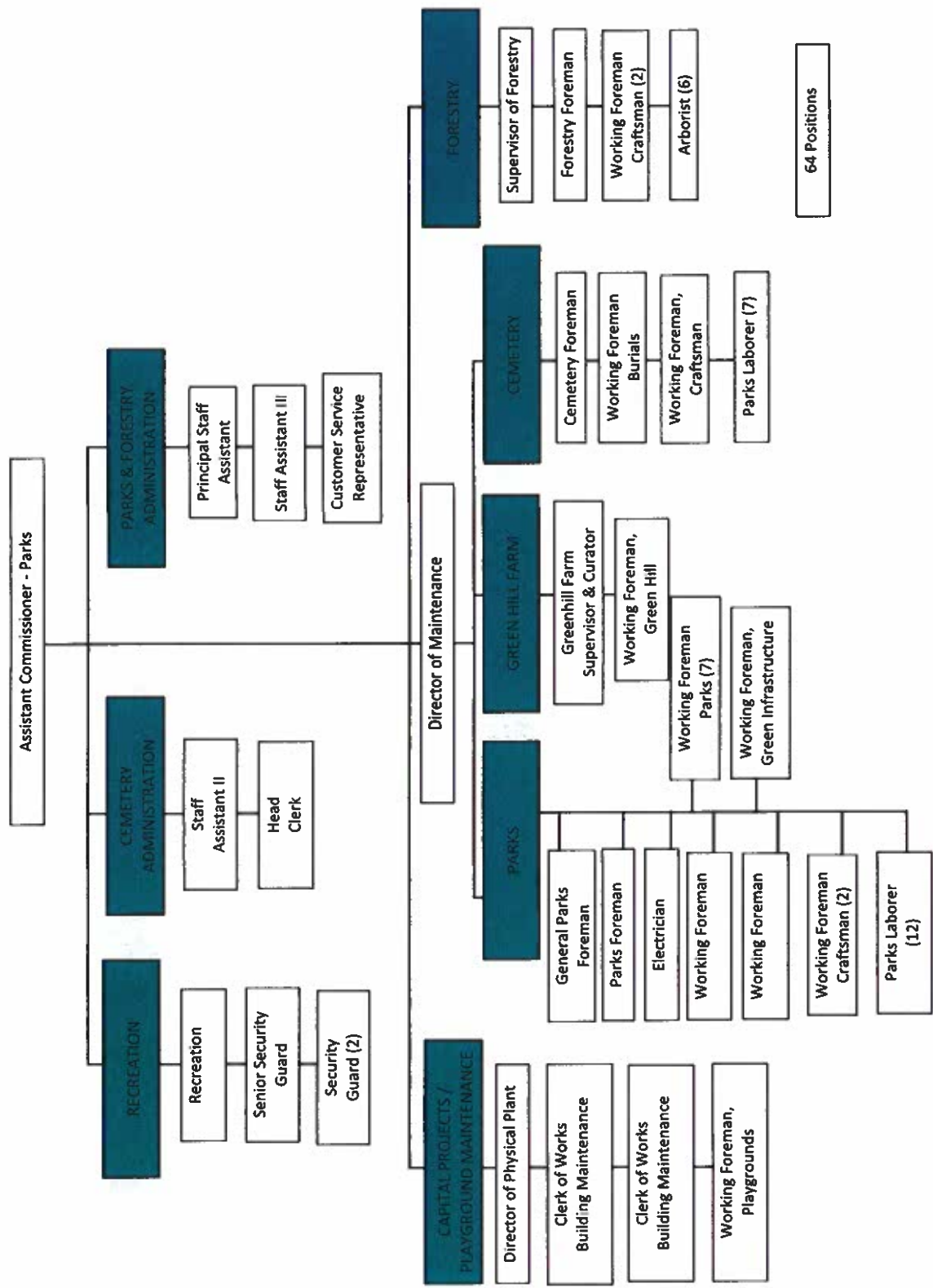
Department Allocation Summary

	Actual	Approved	Actuals	Recommended
Expenditures	Fiscal 2022	Budget for	as of	Appropriation
		Fiscal 2023	3/31/23	Fiscal 2024
Salaries	\$ 3,815,520.18	\$ 4,388,367.00	\$ 3,428,023.48	\$ 4,621,230.00
Overtime	642,631.32	529,062.00	413,947.59	529,062.00
Ordinary Maintenance	2,532,789.80	2,507,001.00	1,578,289.43	2,202,155.00
Capital Outlay	-	-	32,025.50	-
Total	\$ 6,990,941.30	\$ 7,424,430.00	\$ 5,452,286.00	\$ 7,352,447.00
Total Positions	62	64	64	64

Operating Budget Highlights

The tax levy budget for Fiscal 2024 is recommended to be \$7,352,477, which is a decrease of \$71,983 from the Fiscal 2023 amount of \$7,424,430. The salary increase is mainly due to step increases for employees that are not at maximum pay, and 3% Cost of Living Adjustments (COLAs) for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance decrease is a result of transferring the copier lease funding to the Innovation and Technology Department and removing the funding allocated mid-year in Fiscal 2023 to fund tree planting.

DEPARTMENT OF PUBLIC WORKS & PARKS PARKS / RECREATION / HOPE CEMETERY DIVISION ORGANIZATIONAL CHART



JAY J. FINK, P.E., COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2024
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF PARKS/ RECREATION / HOPE CEMETERY- DIVISION #CC706

FY23 TOTAL POSITIONS	APPROVED FY23 AMOUNT	PAY GRADE	TITLE	FY24 TOTAL POSITIONS	RECOMMENDED FY24 AMOUNT
1	\$ 135,141.00	51EM	ASSISTANT COMMISSIONER PARKS	1	\$ 138,657.00
1	86,289.00	46EM	DIRECTOR OF PHYSICAL PLANT	1	88,546.00
1	83,436.00	40M	RECREATION COORDINATOR	1	85,611.00
1	63,677.00	40M	PRINCIPAL STAFF ASSISTANT	1	65,344.00
1	80,990.00	40	CLERK OF WORKS, BUILDING MAINTENANCE, GRADE D	1	83,104.00
1	78,158.00	39	CLERK OF WORKS, BUILDING MAINTENANCE, GRADE C	1	80,191.00
1	72,773.00	37	STAFF ASSISTANT 3	1	74,663.00
1	41,646.00	24	CUSTOMER SERVICE REP	1	46,405.00
1	49,966.00	4	SENIOR SECURITY GUARD	1	51,639.00
2	91,617.00	2	SECURITY GUARD	2	100,397.00
11	\$ 783,693.00		REGULAR SALARIES #7201	11	\$ 814,557.00
1	\$ 86,346.00	43EM	DIRECTOR OF MAINTENANCE PARKS/CEMETERY	1	\$ 88,610.00
1	63,677.00	40M	GREENHILL FARM SUPERVISOR & CURATOR	1	71,601.00
1	70,679.00	40	ELECTRICIAN	1	81,079.00
1	75,562.00	40	GENERAL PARK FOREMAN	1	76,948.00
1	62,432.00	36	PARKS FOREMAN	1	70,388.00
2	116,178.00	34	WORKING FOREMAN, CRAFTSMAN	2	119,497.00
1	58,089.00	34	WORKING FOREMAN, GARDENER	1	65,500.00
1	58,089.00	34	WORKING FOREMAN PARKS (GREEN INFRASTRUCTURE)	1	41,481.00
10	521,956.00	34	WORKING FOREMAN PARKS	10	540,017.00
12	500,221.00	26	PARK LABORER	12	575,898.00
31	\$ 3,613,229.00		REGULAR SALARIES #7203	31	\$ 1,731,019.00
1	\$ 87,727.00	44EM	SUPERVISOR OF FORESTRY	1	90,003.00
1	62,432.00	36	FORESTRY FOREMAN	1	70,388.00
2	88,419.00	34	WORKING FOREMAN, CRAFTSMAN	2	131,000.00
6	261,796.00	28	ARBORIST	6	283,710.00
10	\$ 500,374.00		REGULAR SALARIES #7204	10	\$ 575,101.00
1	\$ 62,432.00	36	CEMETERY FOREMAN	1	\$ 70,388.00
1	67,689.00	35	STAFF ASSISTANT 2	1	69,457.00
1	58,089.00	34	WORKING FOREMAN BURIALS	2	131,000.00
1	40,195.00	34	WORKING FOREMAN, CRAFTSMAN	0	-
	-	32	HEAD CLERK	1	50,524.00
7	293,756.00	26	PARK LABORER	7	329,303.00
1	32,364.00	24	CUSTOMER SERVICE REP	0	-
12	\$ 554,525.00		REGULAR SALARIES #7206	12	\$ 650,672.00
64	\$ 3,451,821.00		TOTAL SALARIES - ALL DIVISIONS	64	\$ 3,771,349.00
	(26,300.00)		VACANCY FACTOR		(106,313.00)
	9,812.00		EM INCENTIVE PAY		7,389.00
	152,500.00		HOPE CEMETERY TEMPORARY LABORERS		152,500.00
	245,500.00		PARKS TEMPORARY STAFF		245,500.00
	111,300.00		PARKS STEWARD/ TEMPORARY STAFF		111,300.00
	367,500.00		AQUATICS PROGRAM/TEMPORARY STAFF		367,500.00
	252,909.00		CONTRACTUAL STIPENDS-MEO RATES		252,909.00
64	\$ 4,565,042.00		TOTAL RECOMMENDED SALARIES-ALL DIVISIONS	64	\$ 4,802,134.00
	\$ (162,267.00)		FUNDING SOURCES:		\$ (166,496.00)
	(14,408.00)		PROJECT FUNDS		(14,408.00)
	\$ (176,675.00)		CREDIT FROM GOLF COURSE		\$ (180,904.00)
			TOTAL FUNDING SOURCES		
64	\$ 4,388,367.00		TOTAL RECOMMENDED PERSONAL SERVICES	64	\$ 4,621,230.00

JAY J. FINK, P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2024

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF PARKS/ RECREATION / HOPE CEMETERY- DIVISION #CC1076

FY23 TOTAL POSITIONS	APPROVED FY23 AMOUNT	PAY GRADE	TITLE	FY24 TOTAL POSITIONS	RECOMMENDED FY24 AMOUNT
	\$ 52,000.00		RECREATION DIVISION OVERTIME		\$ 52,000.00
	220,000.00		MAINTENANCE DIVISION OVERTIME		220,000.00
	135,000.00		FORESTRY DIVISION OVERTIME		135,000.00
	65,753.00		HOPE CEMETERY DIVISION OVERTIME		65,753.00
	56,309.00		SNOW REMOVAL OVERTIME		56,309.00
	<u>\$ 529,062.00</u>		TOTAL RECOMMENDED OVERTIME		<u>\$ 529,062.00</u>
	\$ 156,000.00		ELECTRICITY		\$ 156,000.00
	94,450.00		LEASES & RENTALS		90,026.00
	5,000.00		ARCHITECTS		5,000.00
	13,300.00		SPECIAL POLICE		13,300.00
	851,701.00		HIRED SERVICES		551,279.00
	28,000.00		TELEPHONE		28,000.00
	10,000.00		VETERINARIANS		10,000.00
	7,000.00		SECURITY SERVICES		7,000.00
	9,100.00		NEWSPAPER ADVERTISING		9,100.00
	4,200.00		REGISTRATION FEES		4,200.00
	2,600.00		EXTERMINATOR SERVICES		2,600.00
	19,545.00		PRINTING		19,545.00
	2,400.00		RUBBISH REMOVAL		2,400.00
	35,000.00		MAINTENANCE & REPAIR		35,000.00
	22,000.00		MAINTENANCE SYSTEM SOFTWARE		22,000.00
	365,000.00		MAINTENANCE/REPAIR BUILDING		365,000.00
	40,955.00		MAINTENANCE/REPAIR EQUIPMENT		40,955.00
	4,800.00		TRAINING CERTIFICATIONS		4,800.00
	179,000.00		MAINTENANCE/REPAIR VEHICLE		179,000.00
	5,000.00		CLEANING SERVICES		5,000.00
	24,000.00		RECREATION PROGRAMS		24,000.00
	30,500.00		ENVIRONMENTAL SERVICES		30,500.00
	10,000.00		HARDWARE NETWORK SUPPORT		10,000.00
	2,000.00		PREPARED MEALS		2,000.00
	4,250.00		MEMBERSHIP DUES		4,250.00
	17,000.00		AUTOMOTIVE SUPPLIES		17,000.00
	93,500.00		BUILDING SUPPLIES		93,500.00
	800.00		FOOD SUPPLIES		800.00
	8,500.00		OFFICE SUPPLIES		8,500.00
	15,000.00		NATURAL GAS		15,000.00
	21,000.00		OTHER SUPPLIES		21,000.00
	10,600.00		SAND & GRAVEL SUPPLIES		10,600.00
	80,500.00		RECREATIONAL SUPPLIES		80,500.00
	20,000.00		AUTO FUEL NO LEAD GAS		20,000.00
	18,200.00		DIESEL FUEL		18,200.00
	114,250.00		PARTS/EQUIPMENT SUPPLIES		114,250.00
	12,000.00		SAFETY SUPPLIES		12,000.00
	5,500.00		CHEMICAL SUPPLIES		5,500.00
	23,500.00		CUSTODIAL SUPPLIES		23,500.00
	10,500.00		HARDWARE/DEVICES		10,500.00
	92,000.00		LANDSCAPING SUPPLIES		92,000.00
	10,000.00		OTHER CHARGES & EXPENDITURES		10,000.00
	25,000.00		TAG DAY		25,000.00
	3,350.00		LICENSES		3,350.00
	<u>\$ 2,507,001.00</u>		TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 2,202,155.00</u>
	\$ 32,025.50		CAPITAL OUTLAY		\$ -
	<u>\$ 32,025.50</u>		TOTAL RECOMMENDED CAPITAL OUTLAY		<u>\$ -</u>
	<u>\$ 7,456,455.50</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 7,352,447.00</u>

GOLF

Jay J. Fink P.E., Commissioner
 1929 Skyline Drive
 Worcester, Massachusetts 01605
 (508) 799-1359

Mission:

The mission of the Green Hill Golf Course since 1929 is to provide a first class golf experience by efficiently and innovatively managing the City's 18-hole municipal golf course and driving range.

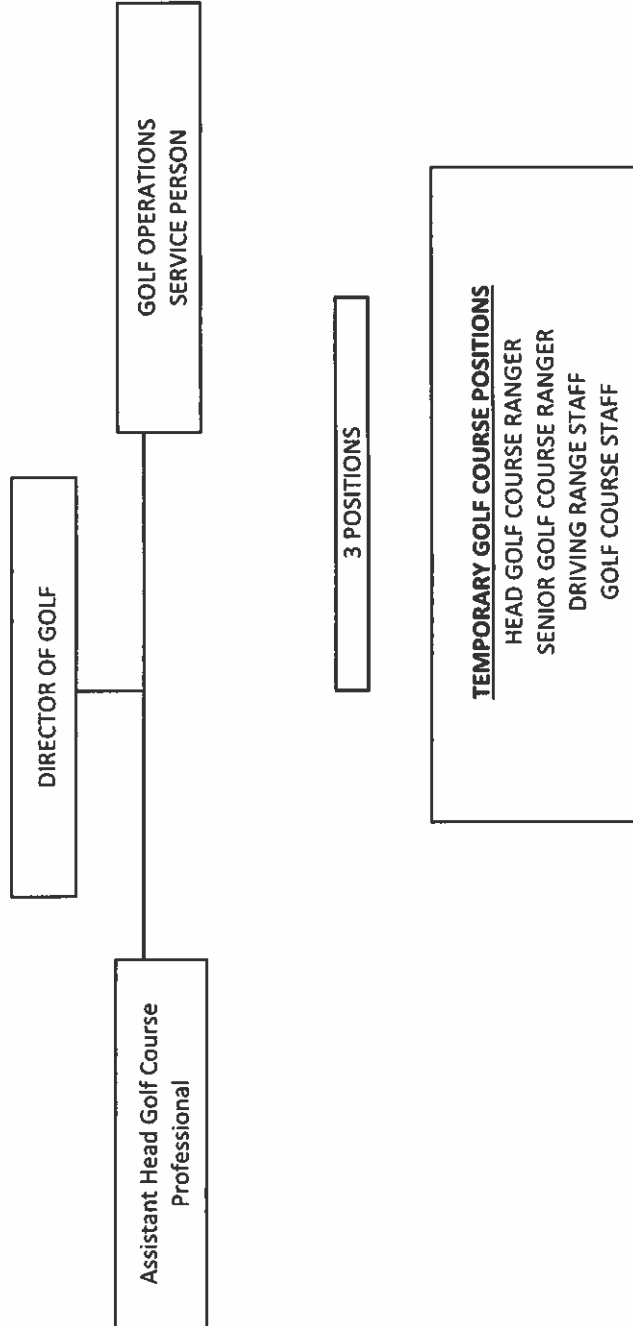
Department Allocation Summary

	Actual	Approved	Totals	Recommended
<u>Expenditures</u>	<u>Fiscal 2022</u>	<u>Budget for</u> <u>Fiscal 2023</u>	<u>as of</u> <u>3/31/23</u>	<u>Appropriation</u> <u>Fiscal 2024</u>
Salaries	\$ 340,977.37	\$ 361,308.00	\$ 252,444.67	\$ 370,068.00
Overtime	-	-	-	-
Ordinary Maintenance	961,474.19	1,015,820.00	685,963.61	1,015,820.00
Debt Service	402,932.91	401,555.00	395,021.82	226,923.00
Transfer of Services	39,151.00	198,496.00	40,943.00	42,527.00
Fringe Benefits	123,853.00	151,471.00	99,556.00	152,217.00
Total Expenditures	\$ 1,868,388.47	\$ 2,128,650.00	\$ 1,473,929.10	\$ 1,807,555.00
Total Positions	2	2	2	3

Operating Budget Highlights

The budget for Fiscal 2024 is recommended to be \$1,807,555 which is a decrease of \$321,095 from the Fiscal 2023 amount of \$2,128,650. This decrease is offset by one temporary position being regraded to a full-time position that is eligible for benefits, and 3% Cost of Living Adjustments (COLAs) for non-represented employees. Ordinary Maintenance in Fiscal 2024 is level funded at \$1,015,820. Debt Service decreased by \$174,632 due to certain debt being retired. Transfer of Services decreased by \$155,969 from Fiscal 2023.

**DEPARTMENT OF PUBLIC WORKS & PARKS
MUNICIPAL GOLF COURSE
ORGANIZATIONAL CHART**



JAY J. FINK, P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2024

DEPARTMENT OF PUBLIC WORKS & PARKS - MUNICIPAL GOLF COURSE #CC1065

FY23 TOTAL POSITIONS	APPROVED FY23 AMOUNT	PAY GRADE	TITLE	FY24 TOTAL POSITIONS	RECOMMENDED FY24 AMOUNT
1	\$ 111,777.00	44EM	DIRECTOR OF GOLF	1	\$ 114,683.00
1	80,497.00	39M	GOLF OPERATIONS SERVICE PERSON	1	82,590.00
0	-	25	ASSISTANT HEAD GOLF COURSE PROFESSIONAL	1	41,049.00
2	\$ 192,274.00		REGULAR SALARIES	3	\$ 238,322.00
	4,497.00		EM INCENTIVE PAY		4,631.00
	39,150.00	FLT	<u>GOLF COURSE TEMPORARY STAFF:</u> ASSISTANT HEAD GOLF COURSE PROFESSIONAL		
	33,912.00	FLT	HEAD GOLF COURSE RANGER		35,640.00
	8,818.00	FLT	SENIOR GOLF COURSE RANGER		8,818.00
	30,500.00		DRIVING RANGE TEMPORARY STAFF		30,500.00
	52,157.00		GOLF COURSE TEMPORARY STAFF		52,157.00
	164,537.00		TOTAL RECOMMENDED PERSONAL SERVICES		127,115.00
2	\$ 361,308.00		TOTAL RECOMMENDED PERSONAL SERVICES	3	\$ 370,068.00
	\$ 39,100.00		ELECTRICITY		\$ 39,100.00
	48,000.00		LEASES & RENTALS		48,000.00
	628,220.00		HIRED SERVICES		628,220.00
	9,000.00		OTHER PERSONAL SERVICES		9,000.00
	700.00		SECURITY SERVICES		700.00
	7,000.00		NEWSPAPER ADVERTISING		7,000.00
	69,000.00		WATER		69,000.00
	5,000.00		PRINTING		5,000.00
	5,100.00		MAINTENANCE SYSTEM SOFTWARE		5,100.00
	33,000.00		MAINTENANCE/REPAIR BUILDING		33,000.00
	3,000.00		MAINTENANCE/REPAIR EQUIPMENT		3,000.00
	4,500.00		CONSULTANTS		4,500.00
	10,000.00		PREPARED MEALS		10,000.00
	5,000.00		MEMBERSHIP DUES		5,000.00
	7,200.00		BUILDING SUPPLIES		7,200.00
	5,000.00		FOOD SUPPLIES		5,000.00
	2,200.00		OFFICE SUPPLIES		2,200.00
	6,500.00		NATURAL GAS		6,500.00
	2,500.00		HARDWARE SUPPLIES		2,500.00
	95,900.00		RECREATIONAL SUPPLIES		95,900.00
	6,700.00		AUTO FUEL NO LEAD GAS		6,700.00
	500.00		HARDWARE/DEVICES		500.00
	18,700.00		OTHER CHARGES & EXPENDITURES		18,700.00
	4,000.00		MEALS		4,000.00
	\$ 1,015,820.00		TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 1,015,820.00
	\$ 327,348.00		DEBT PRINCIPAL		\$ 166,720.00
	74,207.00		DEBT INTEREST		60,203.00
	\$ 401,555.00		TOTAL RECOMMENDED DEBT SERVICE		\$ 226,923.00
	\$ 198,496.00		TOTAL RECOMMENDED TRANSFER OF SERVICES		\$ 42,527.00

JAY J. FINK, P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2022

DEPARTMENT OF PUBLIC WORKS & PARKS - MUNICIPAL GOLF COURSE #CC1065

<u>FY22 TOTAL POSITIONS</u>	<u>APPROVED FY22 AMOUNT</u>	<u>PAY GRADE</u>	<u>TITLE</u>	<u>FY24 TOTAL POSITIONS</u>	<u>RECOMMENDED FY24 AMOUNT</u>
			FRINGE BENEFITS:		
	\$ 55,571.00		HEALTH INSURANCE		\$ 56,861.00
	11,000.00		UNEMPLOYMENT COMPENSATION		11,000.00
	65,776.00		CONTRIBUTORY PENSIONS		66,346.00
	92.00		EARLY RETIREMENT		-
	19,032.00		PENSION OBLIGATION BONDS		18,010.00
	<u>\$ 151,471.00</u>		TOTAL RECOMMENDED FRINGE BENEFITS		<u>\$ 152,217.00</u>
			SUMMARY:		
	<u>\$ 2,128,650.00</u>		TOTAL BUDGET		<u>\$ 1,807,555.00</u>
			FUNDING SOURCES:		
	(2,028,650.00)		GOLF COURSE REVENUES		(1,807,555.00)
	(100,000.00)		TAX LEVY SUBSIDY		-
	<u>\$ (2,128,650.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (1,807,555.00)</u>

Dept.	Category	Project Title	FY24 Borrowing	FY24 Cash Purchase	FY24 New Authorization	Prior Year Loan Authorization	Grant/Donation Funds
DPW Parks	Equipment	Various DPW Parks Equipment	\$ 780,000	\$ -	\$ 625,000	\$ 700,000	\$ -
DPW Parks	Facility	Aquatics Renovations	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -
DPW Parks	Facility	East Park Building	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -
DPW Parks	Infrastructure	Golf Improvements	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -
DPW Parks	Infrastructure	Benett Field Improvements	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -
DPW Parks	Infrastructure	East Park	\$ 1,250,000	\$ -	\$ 1,500,000	\$ 500,000	\$ 850,000
DPW Parks	Infrastructure	Indian Hill Park	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ -
DPW Parks	Infrastructure	Lincoln Square Memorial	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -
DPW Parks	Infrastructure	Memorial Improvements	\$ 140,000	\$ -	\$ -	\$ 140,000	\$ -
DPW Parks	Infrastructure	Playground Renovations	\$ 250,000	\$ -	\$ 175,000	\$ 75,000	\$ -
DPW Parks	Infrastructure	Green Hill Park	\$ 3,338,475	\$ -	\$ -	\$ 3,338,475	\$ -
DPW Parks	Infrastructure	University Park	\$ 2,500,000	\$ -	\$ 1,900,000	\$ 600,000	\$ 1,000,000
DPW Parks	Infrastructure	Tacoma Street Playground	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ 7,000,000
DPW Parks	Infrastructure	Dog Park Upgrades	\$ -	\$ -	\$ 100,000	\$ -	\$ -
		DPW Parks Sub-Total:	\$ 10,508,475	\$ -	\$ 12,950,000	\$ 6,453,475	\$ 8,850,000

Various DPW Parks Equipment - Equipment for Parks, Hope Cemetery, and Forestry.
 Aquatics Renovations - Infrastructure renovations to concrete and interior aquatic functions.
 East Park Building - Design and construction of a parks building to house equipment, restrooms, concessions.
 Golf Improvements - Irrigation equipment, pump, & system upgrades.
 Bennett Field Improvements - Gates Street wall replacement and remediation of containment soils DEP & EPA will be looking for an funding schedule in 2023. Future work to include new field, parking lot upgrades and woodland access.
 East Park - FY24 Design and FY24 construction of baseball field & parking lot with lights.
 Indian Hill Park - To complete current project that includes a new softball field with lights and walking path.
 Lincoln Square Memorial - Renovations to Lincoln Square.
 Memorial Improvements - Design and construction costs to citywide memorials.
 Playground Renovations - Safety surfacing replacement for various parks and fields.
 Green Hill Park - Design & construction of community gardens and paving from Channing St. to Park Rd.
 University Park - Design and construction of park improvements supported by LWCF grant.
 Tacoma Street Playground - Design and construction of park improvements including a new spray park supported by ORLP and ARPA grants.
 Dog Park Upgrades - Design and construction for upgrading various City dog parks.

Dept.	Category	Project Title	FY24 Borrowing	FY24 Cash Purchase	FY24 New Authorization	Prior Year Loan Authorization	Grant/Donation Funds
DPW Sewer	Capital Outlay	Miscellaneous repairs, Improvements, and Purchases	\$ -	\$ 24,500	\$ -	\$ -	\$ -
DPW Sewer	Equipment	Sewer Capital Equipment	\$ 1,200,000	\$ -	\$ 240,000	\$ 960,000	\$ -
DPW Sewer	Equipment	Sewer Generators	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -
DPW Sewer	Facility	Sewer Building Rehabilitation	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -
DPW Sewer	Infrastructure	Sewer Reconstruction	\$ 3,500,000	\$ -	\$ 4,000,000	\$ 3,000,000	\$ 5,900,000
DPW Sewer	Infrastructure	Sewer System Control Plan	\$ 2,000,000	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -
DPW Sewer	Infrastructure	Sewer Interceptor Rehabilitation	\$ 7,400,000	\$ -	\$ 4,000,000	\$ -	\$ -
DPW Sewer	Infrastructure	Sewer Pumping	\$ 3,000,000	\$ -	\$ 1,800,000	\$ 1,200,000	\$ -
DPW Sewer	Infrastructure	Infiltration/Inflow	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -
DPW Sewer	Infrastructure	Green Island Flooding	\$ 310,000	\$ -	\$ -	\$ 310,000	\$ -
DPW Sewer	Infrastructure	Surface Drainage	\$ 125,000	\$ -	\$ -	\$ 125,000	\$ 3,000,000
DPW Sewer	Infrastructure	Quinsigamond Ave CSU Treatment Facility Upgrades	\$ 3,500,000	\$ -	\$ 3,500,000	\$ -	\$ -
		DPW Sewer Sub-Total:	\$ 21,485,000	\$ 24,500	\$ 14,540,000	\$ 7,045,000	\$ 13,200,000



Eric D. Batista
City Manager

CITY OF WORCESTER

cm2023may16045304

Attachment for Item #

8.1 B

May 23, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

In accordance with Part II, Article 5 of the Revised Ordinances of 2015, Section 15, as amended, I wish to notify your Honorable Body that I have reappointed the following individual to the Parks and Recreation Commission:

RE-APPOINTMENT

District 5 ZAMARRO, Erin
(terms to expire April 30, 2026)

WORCESTER RESIDENT

Respectfully submitted,

Eric D. Batista
City Manager

PARKS AND RECREATION COMMISSION

Effective 5-23-23

- FUNCTION:** The Commission is responsible for supervising the maintenance of the 1200 acres of municipally owned park land, operation of the City-owned golf course, provision of athletic facilities, tennis courts, and basketball courts. Promulgate regulations for these facilities.
- CLASSIFICATION:** Executive
- CREATED BY:** M.G.L. Chapter 45, Section 5 and Revised Ordinances of 1996, Part II, Article 29, as amended
- MEMBERSHIP:** Seven (7) members, appointed by the City Manager
- TERM:** Three (3) years; expires April 30th
- SPECIAL REQUIREMENTS:** None

ROSTER

- | | | |
|------------------------|-----------------------|----------------|
| Erin Zamarro | Original Appointment: | 2-2-21 |
| | Reappointment Date: | 5-23-23 |
| | Expiration Date: | 4-30-26 |
| | District: | 1 |
| Eric Stratton | Original Appointment: | 7-19-22 |
| | Reappointment Date: | |
| | Expiration Date: | 4-30-25 |
| | District: | 1 |
| Eric Goldstein | Original Appointment: | 5-29-18 |
| | Reappointment Date: | 4-27-21 |
| | Expiration Date: | 4-30-24 |
| | District: | 5 |
| Natalie Turner | Original Appointment: | 1-5-20 |
| | Reappointment Date: | |
| | Expiration Date: | 4-30-23 |
| | District: | 5 |
| Brian Dardy | Original Appointment: | 12-13-22 |
| | Reappointment Date: | |
| | Expiration Date: | 4-30-25 |
| | District: | 2 |
| Nick Chacharone | Original Appointment: | 7-19-22 |
| | Reappointment Date: | |
| | Expiration Date: | 4-30-25 |
| | District: | 1 |