



PARKS AND RECREATION COMMISSION MEETING

Thursday January 19, 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#: 2304 545 2130
- 4) Enter password: Parkscomm1-19

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2304 545 2130

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of Minutes for the June 16, 2022 & September 8, 2022 (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

- Mr. Geoff Killebrew Question Review

6. New Business

- NA

7. Date of Next Meeting:

- February 2, 2023 (Event & Sports Permit Meeting)
- March 2, 2023
- March 23, 2023 (Revised Date)
- April 27, 2023
- May 25, 2023
- June 15, 2023

8. Meeting Adjourned (Roll Call)



ASSISTANT COMMISSIONER’S REPORT:

1. General:

- Review and approval of Park policies & Procedures
- 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
 - Outdoor Recreation Legacy Partnership Grant – Indian Lake Beach – Not Awarded
 - PARC & LAND Grant Program – NA
- 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 - 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 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 –
 - 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 – Friday December 2, 2022
 - Worcester Common Ice Skating Rink - Update
 - 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 January 19, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Skyline Drive Worcester, MA 01605

Or

Virtual with WebEx

ASSISTANT COMMISSIONER'S REPORT

GENERAL



PARKS AND RECREATION COMMISSION MINUTES

Thursday – November 17, 2022 – 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#: 2305 454 6909
- 4) Enter password: Parkscomm11-17

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2305 454 6909

Commissioners Present:

Nick Chacharone
Eric Golstein
Eric Stratton
Erin Zamarro

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Milagros Pacheco, Staff Assistant III
Scott Morin, Maintenance Director (Online)

-
1. Meeting was called to order at 6:35 PM.
 2. Attendance (Roll Call) – Four (4) Commission Members were present at the November 17, 2022, meeting.
 3. Acceptance of the minutes for June 16, 2022, and September 8, 2022 - (Tabled)
 4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worchesterma.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@worchesterma.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. Committee Reports
 1. Golf Course Subcommittee – None
 2. Policy Subcommittee – None
 3. Naming & Land Use Subcommittee – None
7. Assistant Commissioners Report (See Report Topics Below)
8. Old Business
 - a. Mr. Geoff Killebrew Question Review – Tabled
 - b. Review of Permit Applications
9. New Business - NA

ASSISTANT COMMISSIONER'S REPORT:

1. Referral to Policy Subcommittee: NA
2. Referral to Naming/ Land Usage Subcommittee: NA
3. Referral to Golf Course Subcommittee: NA
4. General:
 - o Master Plan review and approval of conceptual designs for Blithewood Park
 - o Assistant Commissioner Antonelli started a screen presentation and went through the proposal:
 - 1) 95' Basketball court
 - 2) Lighting
 - 3) Pickle ball/Tennis
 - 4) A loop asphalt walkway that goes around the park
 - 5) New adult fitness center area similar to the one at the Senior Center
 - 6) Small open pavilion with picnic tables
 - 7) Enhancement of area where the Holiday Tree goes to include electricity
 - 8) Entry access from Massasoit Road
 - 9) Repairs to wall along the property line
 - 10) Growing grass in area where Little League field was, looking to make it an open field.
 - 11) Netting to protect neighbors & cars from balls
 - 12) Sitting areas
 - 13) No changes will be made to the parking lot other than lighting
 - 14) No changes to playground
 - 15) Tree planting and removal of dead tress
 - o There were questions from the Commission, such as:
 - 1) How will the netting for tennis vs pickle ball be worked out?
 - 2) What type of material would be used for the walking paths?
 - o Councilor Russell congratulated the Parks Division staff for all the research and work done for this Master Plan. He shared information about the park's history, activity, and his

knowledge of the park, he stated that he liked the plan in general. However, he pointed out that he would like to see the field stay as the Grasseschi Field regardless of its classification, rectangular or a baseball field.

- There was a question from someone online in reference to the pathways.
- Mike Testa, President of the Grafton Hill Neighborhood Association agreed with Councilor Russell and contributed his knowledge on the use history of the park.
- Commissioner Chacharone made a motion to approve. Second by Commissioner Stratton. All were in favor. Motion was approved 4 – 0.
- Request to allow alcohol on the Worcester Common for the Festival of Lights Celebration
 - Yaffa Fain was virtually present and spoke on behalf of the Festival of Lights at the Common on Friday, December 2, 2022, gave a brief description of the event, and their request to serve alcohol as part of the celebration.
 - Commissioner Chacharone made a motion to approve. Second by Commissioner Stratton. All were in favor. Motion was approved 4 – 0.
- Removal of all Parks & Recreation Commission Subcommittees
 - Assistant Commissioner Antonelli explained the reason for the request.
 - Commissioner Chacharone made a motion to approve. Second by Commissioner Stratton. All were in favor. Motion was approved 4 – 0.
- 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
 - Outdoor Recreation Legacy Partnership Grant – Indian Lake Beach – Submitted but not approved.
 - PARC & LAND Grant Program – NA
- 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 – Updated
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – Updated
 - Common – NA
 - Coes Park (Knife) – NA

- 1) Stearns Tavern
 - 2) Playground
- Coes Pond – NA
- Columbus Park –
 - 1) NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) –
 - 1) NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
 - 1) Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – Under construction
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
 - 1) Green Hill Farm
 - 2) Community Gardens
 - 3) 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
 - 1) Walkway Design
 - 2) Salisbury Pond
- 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 – Getting ready to award bid
- 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 –
 - 1) NA
 - City Council Orders –
 - 1) NA
 - City Council Petitions –
 - 1) NA
 - Forestry Operations –
 - 1) Tree City USA - NA
 - 2) ALB (Asian Longhorned Beetle)
 - 3) EAB (Emerald Ash Borer)
 - 4) Arbor Day – April 28, 2023
 - Budget – Operational & Capital - NA
 - 1) Parks, Recreation & Cemetery Division – NA
 - 2) Capital Improvement Program – NA
 - 3) City Five Point Financial Plan – NA
 - 4) City Auditor Communications - NA
 - Summer Youth Employment Program – Starting soon
 - Aquatics – NA
 - 1) Christian’s Law – NA
 - Recreation Worcester - NA
 - Holiday Tree – Friday December 2, 2022
 - Worcester Common Ice-Skating Rink – Getting ready to open
 - Waterfowl in Park – NA
 - Out-to-Lunch – NA
 - Trash – NA
 - ESCo – NA
 - Park Permits –
 - 1) Review of permit applications
 - Commissioner Chacharone made a motion to approve all application updates as well as fee increases. Second by Commissioner Stratton. All were in favor. Motion was approved. 4 – 0.
- See second item on the agenda
 - Access/ ADA – NA
 - Mobile Concession/ Food Truck - NA
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA

- Misc. Information –
 - 1) NA
- Golf Course:
 - Fees & Policies Recommendations

Fees:

 - 1) Change shotgun event fees from \$75 to \$95.
 - a. Shotgun start evens close the course for approximately 9 hours. The fee of \$75 does not generate enough revenue to justify the closure for such a long period of time.
 - 2) Student Pass eliminated as part of a two year draw down of the category. Players in this age category fall under. Either the junior pass (18 & under as stated in the Information Guide) or the millennial membership (19-29).
 - 3) Weekend morning green fees increased from \$45 to \$ 47. No other weekend fee changes.
 - 4) Cart fees increased \$1 per category. In 2022 the fee was increase by \$1. This second increase is in response to the increased costs for cart operations.
 - 5) Increase season permit categories: \$50 per category. (With the exception of the millennial pass as these will absorb the eliminated student pass).
 - 6) Change of Millennial Membership (title) to a different title not yet determined.

Policies:

- 1) Tee times booking 7 days in advance via Web page. Clubhouse call in bookings taken only day of.
 - 2) Eliminate proper dress requirement
 - 3) ½ way house restrooms open within 1 hour of first tee time
- Commissioner Stratton made a motion to approve the recommendations, with the understanding that the name change on number 6 will be determined at a later date. Second by Commissioner Goldstein. All were in favor. Motion was approved 4 – 0.
- Golf Course Donations: NA
 - Date of Next meeting – December 15, 2022
 - Commissioner Chacharone made a motion to adjourn. Second by Commissioner Stratton. All were in favor. Motion approved 6 – 0. Meeting adjourned at 7:49 PM.

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



PARKS & RECREATION COMMISSION

POLICY & PROCEDURE

FIRE PLACE REQUIREMENTS FOR SALISBURY PARK - BANCROFT TOWER

I PURPOSE

To outline the criteria and procedures for use of the fire places within Salisbury Park - Bancroft Tower in the City of Worcester under management and control of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division.

II POLICY

- 1) This policy shall cover Salisbury Park - Bancroft Tower under the jurisdiction of the City of Worcester Department of Public Works and Parks, Parks, Recreation and Cemetery Division.
- 2) The use of these fire places needs to have a set policy approved by the Parks & Recreation Commission.
- 3) Permits for use of Salisbury Park – Bancroft Tower and use of the fire places must be requested from the Department of Public Works and Parks, Parks, Recreation and Cemetery Division. This application must be submitted, reviewed by the Department and approved by the Department.
- 4) The Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall determine if size, fee structure or use of facility requires submission of said event to the Parks & Recreation Commission. The applicant shall be responsible to attend said Parks & Recreation Commission meeting to address any and all concerns of the Department and Commission if necessary.
- 5) The Parks & Recreation Commission and the Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall recommend modifications for the event based on public comment for inclusion in the final permit.

III PROCEDURE

1. Events shall follow all of the Rules & Regulations of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division as stated within the Permit Application.
2. All events shall be in compliance with the City's Human Rights Commission's Policy Statement (See Attached).
3. Applicants shall complete as required by the Department all necessary sections of said permit.
4. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division will provide no guarantee of event approval until all necessary paper work (as required by the Department) is completed and approved.
5. The Worcester Department of Public Works and Parks, Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any event.
6. The Commissioner or his/her designee of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall ensure this policy is adhered to. He / She shall have final approval of all events.
7. This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

Parks and Recreation Commission Approval Record

1. This policy was reviewed by the Parks and Recreation Commission on 11-19-15 and approved on 11-19-15, voted 4 – 0.

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.



PARKS & RECREATION COMMISSION

POLICY & PROCEDURE

FIRE WORKS REQUIREMENTS

BELL POND

I PURPOSE

To outline the criteria and procedures for use of Bell Pond for the shooting of fireworks in the City of Worcester under management and control of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division.

II POLICY

1. This policy shall cover Bell Pond under the jurisdiction of the City of Worcester Department of Public Works and Parks, Parks, Recreation and Cemetery Division.
2. The use of fireworks requires a set policy approved by the Parks & Recreation Commission.
3. The use of fireworks within public parks also requires approval from the Worcester Fire Department and the Commonwealth of Massachusetts Executive Office of Public Safety and Security, Department of Fire Service.
4. Permits for use of Bell Pond must be requested from the Department of Public Works and Parks, Parks, Recreation and Cemetery Division. This application must be submitted, reviewed and approved by the Department a minimum of three months before the event is to take place.
5. The Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall determine if size, fee structure or use of facility requires submission of said event to the Parks & Recreation Commission. The applicant shall be responsible to attend said Parks & Recreation Commission meeting to address any and all concerns of the Department and Commission (if required).

6. The Parks & Recreation Commission and the Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall recommend modifications for the event based on public comment, the requirements of the Worcester Fire Department, the Commonwealth of Massachusetts Executive Office of Public Safety and Security, Department of Fire Service. These modifications shall be included in the final permit.

III PROCEDURE

- 1) All fireworks events shall follow all of the Rules & Regulations of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division as stated within the Permit Application.
- 2) All fireworks events shall follow all of the Rules & Regulations of the Worcester Fire Department and the Commonwealth of Massachusetts Executive Office of Public Safety and Security, Department of Fire Service.
- 3) All fireworks events shall complete any and all required permits of the Worcester Fire Department and the Commonwealth of Massachusetts Executive Office of Public Safety and Security, Department of Fire Service. These approved permits must be submitted to the Department of Public Works and Parks, Parks, Recreation and Cemetery Division before final approval is granted.
- 4) All costs (labor, materials & services) required by the Department of Public Works and Parks, Parks, Recreation and Cemetery Division, the Worcester Fire Department and the Commonwealth of Massachusetts Executive Office of Public Safety and Security, Department of Fire Service are the responsibility of the requesting individual, organization, company and/or fireworks company.
- 5) All fireworks events will be required to adhere to the attached Approval of Natural Barriers as received by the City of Worcester after an inspection by the Commonwealth of Massachusetts Executive Office of Public Safety and Security Department of Fire Service on June 5, 2015. This letter may be updated in the future by the Worcester Fire Department and/or the Commonwealth of Massachusetts Executive Office of Public Safety and Security, Department of Fire Service as necessary. Any and all updated requirements are the responsibility of the requesting individual, organization, company and/or Fireworks Company.
- 6) All fireworks events will be required to secure all areas identified on the attached map and as required by the Worcester Fire Department and the Commonwealth of Massachusetts Executive Office of Public Safety and Security, Department of Fire Service. The cost of this requirement will be the responsibility of the requesting individual, organization, company and/or Fireworks Company.

- 7) Applicants shall complete as required by the Department all necessary sections of said permit.
- 8) The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division will provide no guarantee of event approval until all necessary paper work (as required by the Department) is completed and approved.
- 9) The Worcester Department of Public Works and Parks, Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any event and as required by the Department, Worcester Fire Department and the Commonwealth of Massachusetts Executive Office of Public Safety and Security, Department of Fire Service.
- 10) The Worcester Department of Public Works and Parks, Parks, Recreation and Cemetery Division will provide no guarantee of access to Bell Hill in inclement weather or after severe storms. This includes rain, wind, ice, snow or other conditions outside of the direct control of the Department. The Department will address the needs of the event as best as possible but final responsibility for insuring access will be the duty of the requesting individual, organization, company and/or Fireworks Company.
- 11) Applicants must understand that access to the top of Bell Hill is on an unimproved drive (dirt roadway), that has a substantial grade, that is accessible for large equipment and is located through a ten foot opening on Belmont Street. This roadway is not maintained regularly and all vehicular access to the site must use four wheel drive equipment. Access by rear wheel drive or front wheel drive vehicles is not advisable and may require tire chains or other equipment as necessary climb this roadway. It will be the responsibility of the requesting individual, organization, company and/or Fireworks Company to insure that vehicular access is available to the top of Bell Pond. It is suggested that requesting individuals, organizations, company and/or Fireworks Company's review the site before the event date.
- 12) The Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall ensure this policy is adhered to. It shall have final approval of all events.
- 13) All events shall be in compliance with the City's Human Rights Commission's Policy Statement (See Attached).
- 14) This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

Parks and Recreation Commission Approval Record

1. This policy was reviewed by the Parks and Recreation Commission on 11-19-15 and approved on 11-19-15, voted 4 - 0.
2. This policy was revised and reviewed by the Parks and Recreation Commission on 1-29-16 and approved on 1-28-16, voted 6-0.

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.



PARKS & RECREATION COMMISSION

POLICY & PROCEDURE

FACILITY RESERVATION

FOR BEACHES

I PURPOSE

To outline the criteria and procedures required of all organizations (internal & external) for an event/use of City of Worcester Beaches under the management and control of the Department of Public Works and Parks; Parks, Recreation and Cemetery Division.

II POLICY

- 1) This policy shall cover Beaches under the jurisdiction of the City of Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division.
- 2) The use of these facilities needs to have a set policy approved by the Parks & Recreation Commission.
- 3) Permits for event/use of Bell Pond Beach, Coes Pond Beach, Indian Lake Beach, Shore Park Beach and any other facility that opens after approval of this policy must be requested from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division. This application must be submitted, reviewed by the Department and approved by the Department.
- 4) Based on Massachusetts General Law (M.G.L.) c. 11, & 127A ½, commonly referred to as “Christian Law” which requires all municipal, recreational programs, and licensed camps to determine each participating minor’s swimming ability, prior to or at the first swimming session, in order to identify and classify non-swimmers and at-risk swimmers, and properly fitting PFDs are available to all minors engaged in swimming activities within areas classified for non-swimmers, then swim test are not required. It is the responsibility of the visiting municipal program, recreation program, or licensed camp “provider” to meet the minimum requirements of “Christian Law” when visiting any City of Worcester lake or pond designated by the City of Worcester Department of Public Works and Parks; Parks, Recreation, and Cemetery Division as a recreational swimming area.

- 5) The Department of Public Works and Parks; Parks, Recreation and Cemetery Division shall determine if size, fee structure or use of requested facility requires submission of said event to the Parks & Recreation Commission. The applicant shall be responsible to attend said Parks & Recreation Commission meeting to address any and all concerns of the Department and Commission if necessary.
- 6) The Parks & Recreation Commission and the Department of Public Works and Parks, Parks, Recreation and Cemetery Division, shall recommend modifications for said request based on public comment for inclusion in the final permit.

III PROCEDURE

1. Individuals/groups/organizations or users shall follow all of the Rules & Regulations of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division as stated within the Permit Application with a specific adherence to Massachusetts General Law (M.G.L.) c. 11, & 127A ½, commonly referred to as “Christian Law”
2. All events/uses shall be in compliance with the City’s Human Rights Commission’s Policy Statement (See Attached).
3. Applicants shall complete as required by the Department all necessary sections of said permit.
4. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division will provide no guarantee of event/use approval until all necessary paper work (as required by the Department) is completed and approved.
5. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any event/use.
6. The Commissioner or his/her designee of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall ensure this policy is adhered to. He / She shall have final approval of all events/uses.
7. This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

Parks and Recreation Commission Approval Record

1. This policy was reviewed by the Parks and Recreation Commission on 6-15-17 and approved 5-0 on 6-15-17.

HUMAN RIGHTS COMMISSION POLICY STATEMENT

The City of Worcester does not discriminate in its programs and activities based on age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, race, religion, sex, sexual orientation, or veteran status, as applicable. Direct inquiries to: Human Resources, City Hall Room 109,

(508) 799-1030, EEAAA@worcesterma.gov



PARKS & RECREATION COMMISSION

POLICY & PROCEDURE

FACILITY RESERVATION FOR POOLS

I PURPOSE

To outline the criteria and procedures required of all organizations (internal & external) for an event/use of City of Worcester Pools under the management and control of the Department of Public Works and Parks; Parks, Recreation and Cemetery Division.

II POLICY

- 1) This policy shall cover Pools under the jurisdiction of the City of Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division.
- 2) The use of these facilities needs to have a set policy approved by the Parks & Recreation Commission.
- 3) Permits for event/use of Crompton Park Pool and any other facility that opens after approval of this policy must be requested from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division. All individuals/groups/organizations of ten (10) or larger must formally request and complete an application from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division to visit a pool(s). Furthermore, individuals/groups/organizations must supply appropriate staff to supervise the participants as required by the Department of Public Works and Parks; Parks Recreation and Cemetery Division. This application must be submitted, reviewed by the Department and approved by the Department.
- 4) The Department of Public Works and Parks; Parks, Recreation and Cemetery Division or designee shall determine if size, fee structure or use of requested facility.
- 5) The Parks & Recreation Commission and/or the Commissioner of Department of Public Works and Parks, Parks, Recreation and Cemetery Division, shall recommend modifications to the final permit.

III PROCEDURE

1. Individuals/groups/organizations or users shall follow all of the Rules & Regulations of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division as stated within the Permit Application.
2. All events/uses shall be in compliance with the City's Human Rights Commission's Policy Statement (See Attached).
3. City may require individuals/organization or groups to supply their own lifeguards to assist in managing the site based on number participants attending the site.
4. Applicants shall complete as required by the Department all necessary sections of said permit.
5. Individuals/groups/organizations are require to supply all participants with wrist bands that identifies participants.
6. Pool usage is determined by or maybe limited to overall capacity based on staff and general use.
7. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division will provide no guarantee of event/use approval until all necessary paper work (as required by the Department) is completed and approved.
8. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any event/use.
9. The Commissioner or his/her designee of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall ensure this policy is adhered to. The Commission shall have final approval of all events/uses.
10. This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

Parks and Recreation Commission Approval Record

1. This policy was reviewed by the Parks and Recreation Commission on 2-25-16 and approved on 2-25-16, voted 6 - 0.

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. Direct inquiries to: Human Resources, City Hall, Room 109, (508) 799-1030, EEOAA@worcesterma.gov



PARKS & RECREATION COMMISSION
POLICY & PROCEDURE
FACILITY RESERVATION FOR
SPLASH PADS (SPRAY PARKS)

I PURPOSE

To outline the criteria and procedures required of all organizations (internal & external) for an event/use of City of Worcester Splash Pads (Spray Parks) under the management and control of the Department of Public Works and Parks; Parks, Recreation and Cemetery Division.

II POLICY

- 1) This policy shall cover Splash Pads (Spray Parks) under the jurisdiction of the City of Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division.
- 2) The use of these facilities needs to have a set policy approved by the Parks & Recreation Commission.
- 3) Permits for event/use of Cristofro Columbo Park (East Park), Greenwood Park and any other facility that opens after approval of this policy must be requested from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division. All individuals/groups/organizations of ten (10) or larger must formally request and complete an application from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division to visit a splash pad (spray park). Furthermore, individuals/groups/organizations must supply appropriate staff to supervise the participants as required by the Department of Public Works and Parks; Parks, Recreation and Cemetery Division. This application must be submitted, reviewed by the Department and approved by the Department.
- 4) The Department of Public Works and Parks; Parks, Recreation and Cemetery Division shall determine if size, fee structure or use of requested facility.

- 5) The Parks & Recreation Commission and the Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall recommend modifications to the final permit.

III PROCEDURE

1. Individuals/groups/organizations or users shall follow all of the Rules & Regulations of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division as stated within the Permit Application.
2. All events/uses shall be in compliance with the City's Human Rights Commission's Policy Statement (See Attached).
3. Applicants shall complete as required by the Department all necessary sections of said permit.
4. Individuals/groups/organizations are require to supply all participants with wrist bands that identifies participants.
5. Spray park usage is determined by or maybe limited to overall capacity based on staff and general use.
6. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division will provide no guarantee of event/use approval until all necessary paper work (as required by the Department) is completed and approved.
7. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any event/use.
8. The Commissioner or his/her designee of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall ensure this policy is adhered to. The Commission shall have final approval of all events/uses.
9. This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

Parks and Recreation Commission Approval Record

1. This policy was reviewed by the Parks and Recreation Commission on 2-25-16 and approved on 2-25-16, voted 6 - 0.

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. Direct inquiries to: Human Resources, City Hall, Room 109, (508) 799-1030, EEOAA@worcesterma.gov



PARKS & RECREATION COMMISSION
POLICY & PROCEDURE
TO ATTEND RECREATIONAL PROGRAMS OR ACTIVITIES
IN CITY PARKS & OPEN SPACES

I PURPOSE

To outline the criteria and procedures required of all organizations (internal & external) to attend recreational programs or activities operated by and in City of Worcester Parks & Open Spaces under the management and control of the Department of Public Works and Parks; Parks, Recreation and Cemetery Division.

II POLICY

- 1) This policy shall cover recreational programs or activities in Parks & Open Spaces under the jurisdiction & operated by the City of Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division.
- 2) The use of these recreational programs/ activities by individuals/groups/organizations needs to be managed and have a set policy approved by the Parks & Recreation Commission.
- 3) All recreational programs or activities in Parks & Open Spaces under the jurisdiction & operated by the City of Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division must be managed to allow for proper supervision and safety. This will require all individuals/groups/organizations of ten (10) or larger to formally request and complete an application from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division to attend a program/activity. It will also require these individuals/groups/organizations to supply appropriate staff to supervise the participants as required by the Department of Public Works and Parks; Parks, Recreation and Cemetery Division. The application must be submitted, reviewed by the Department and approved by the Department.
- 4) The Department of Public Works and Parks; Parks, Recreation and Cemetery Division shall determine if size, fee structure or use of requested recreational program or activity requires submission of said application to the Parks & Recreation Commission for a minimum of the first three (3) years or if concerns are raised by the community. The applicant shall be responsible to attend a Parks & Recreation Commission meeting to address any and all concerns of the Department and Commission if necessary.



- 5) The Parks & Recreation Commission and the Department of Public Works and Parks; Parks, Recreation and Cemetery Division, shall recommend modifications for said request based on public comment for inclusion in the final permit.

III PROCEDURE

1. Individuals/groups/organizations or users shall follow all of the Rules & Regulations of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division as stated within the Permit Application.
2. All individuals/groups/organizations uses of recreational programs or activities shall be in compliance with the City's Human Rights Commission's Policy Statement (See Attached).
3. Applicants shall complete as required by the Department all necessary sections of said application.
4. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division will provide no guarantee of attendance at a recreational program or activity until all necessary paper work (as required by the Department) is completed and approved.
5. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any use of recreational program or activity.
6. The Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall ensure this policy is adhered to.
7. This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

Parks and Recreation Commission Approval Record

1. This policy was reviewed by the Parks and Recreation Commission on 2-25-16 and approved on 2-25-16, voted 6 - 0.

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. Direct inquiries to: Human Resources, City Hall, Room 109, (508) 799-1030, EEOAA@worcesterma.gov



PARKS & RECREATION COMMISSION

POLICY & PROCEDURE FOR

EAGLE SCOUT PROJECTS

I. PURPOSE

To establish general guidelines and policies for Boys Scouts of America, Eagle Scout Projects under the guidance of the City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division.

II. POLICY

1. The City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division will assist a scout that has earned the rank of Life Scout and is ready to begin the process of earning their Eagle Scout Leadership Project. They will need to present a written project description to the Commissioner of Public Works and Parks or designee.
2. The Eagle Scout Leadership Service Project should be a project that will test the leadership skills of the scout. The project plan must be approved by the Commissioner of the Department of Public Works and Parks or designee, the unit leader, and by the Boy Scout council or district advancement committee before the project is started.
3. Projects can range from original ideas, to projects that have been done before, to projects that benefit Department of Public Works and Parks, or project that have been designed by the scout himself.
4. Routine Labor (a job or service project normally rendered) should not be considered. The project cannot be a fund raiser.
5. The Eagle Scout will be responsible for supplying, purchasing, soliciting, and/or fund-raising all funds for the project. The City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division will not be responsible to supply funds or materials for the project.

6. The Commissioner of the Department of Public Works and Parks, Recreation & Cemetery Division or designee, the Eagle Scout, and the Scout Master will determine and agree upon the size and length of the project.
7. The Eagle Scout will be responsible for recruiting as many people as needed to carry out the project. The City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division is not responsible to provide labor to complete the project.
8. The Eagle Scout is required to complete the project. They must review the Project(s) with the Department of Public Works and Parks, Recreation & Cemetery Division or designee before the project can be accepted.

III. PROCEDURE

1. The scout must submit in writing an Eagle Scout Project proposal to the Department of Public Works and Parks, Recreation & Cemetery Division for project approval. The proposal must be signed by the Eagle Scout, the Eagle Scout's Scoutmaster, a District or Boy Scout Council Member, and Commissioner of the Department of Public Works and Parks or designee.
2. The Eagle Scout must lead the project entirely by himself. The scout may not have any outside help, including their parents or scoutmaster. The project should be designed to benefit the Department of Public Works and Parks, but cannot be part of the department's routine daily task. The project plan must be approved by the Commissioner of Department of Public Works and Parks or designee, the unit leader, and by the council or district advancement committee before the project is started.
3. The Eagle Scout must accept all responsible for planning, directing, and following through to its successful completion. The projects must be designed to give leadership. If the Eagle Scout and the Commissioner of the Department of Public Works and Parks or designee chose a project already done in the past, the scout must still design their own project plan.
4. If the project can be done by the Department of Public Works and Parks staff as part of their routine labor or will cost less for DPW and Parks staff to complete the project, the project shouldn't be considered. Fund-raising is permitted only for securing materials or supplies needed to carry out your projects.

5. The Eagle Scout must submit a written budget to the Department of Public Works and Parks before the project is accepted. Fund-raising is permitted only for securing materials or supplies needed to carry out your projects. The City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division will not be responsible to supply funds or materials for the project.
6. The project will not have any specific requirement pertaining to size and length. The amount of time spent by the Eagle Scout in planning the project and the actual working time spent in carrying out the project should be as much as is necessary for the Eagle Scout to demonstrate leadership of others.
7. The project should not include routine labor or work done by a City employee within their normal work requirements. The Eagle Scout must have a written plan on how many people they will need to complete the project. The City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division will not supply labor for the project. All labor should be donated.
8. The Eagle Scout must answer the following questions when reviewing the project.
 - a. How did you demonstrate leadership of others?
 - b. How did you direct the project rather than doing the work yourself?
 - c. How did the project benefit the City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division?
 - d. Did you follow the project as planned?
 - e. If changes to the project were made, can you explain why you made the changes?
 - f. Do both parties, the Eagle Scout and Commissioner of Department of Public Works and Parks or designee; agree that the project is complete?
9. This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

Parks and Recreation Commission Approval Record

1. This policy was reviewed on 5/24/2007 and approved. Voted 4-0.
2. This policy was reviewed by the Parks and Recreation Commission and approved on February 16, 2012.

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. Direct inquiries to: Human Resources, City Hall, Room 109, (508) 799-1030, EEOAA@worcesterma.gov

