



**THE CITY OF WORCESTER**  
DEPARTMENT OF PUBLIC WORKS AND PARKS  
PARKS, RECREATION, & CEMETERY DIVISION  
50 Skyline Drive, Worcester, MA 01605

*Robert C. Antonelli, Jr. Assistant Commissioner* Phone: (508) 799-1190 Fax: (508) 799-1293

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**PARKS AND RECREATION COMMISSION MEETING**

Meeting Minutes for  
Thursday, January 25, 2018 – 6:30 PM

**Commissioners Present:**

Nick Chacharone  
Meg Mulhern  
George Sedares  
Lawrence Sullivan

**Administration Present:**

Robert C. Antonelli, Jr. CPRP  
Jeff Tomaino, Park & Recreation Coordinator  
Thomas Miville, Maintenance Director  
Milagros Pacheco, Sr. Accountant  
Capt. Roger Steele, Worcester Police Dept.

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**ASSISTANT COMMISSIONER'S REPORT:**

Chairperson Ms. Mulhern called the meeting to order at 6:39 PM

- Ms. Mulhern went on to the acceptance of minutes. Mr. Sedares made a motion to accept both of the minutes for November 16, 2017 and December 7, 2017. Second by Mr. Sullivan. All were in favor. Motion was approved 4 – 0.
- Ms. Mulhern went on to the Assistant Commissioners report:
- Mr. Antonelli went on to the first item as follows:
- Sports & Event permit meeting:
  - Mr. Antonelli went on with the following presentation:
    - Introductions
      - Jeff Tomaino, Mily Pacheco, Tom Miville
      - Sign in sheet
      - Cards
      - Paperwork
      - New System
    - Park Security
      - Worcester Police Department Collaboration
      - Capt. Roger Steele
      - Full Time Security Staff
      - Emergency issues & general concerns
      - 508-612-1121 or [parkssecurity@worcesterma.gov](mailto:parkssecurity@worcesterma.gov)
    - Permits
      - All permit applications are currently available on the City Web site at: [www.worcesterma.gov/parks/permits-licensing](http://www.worcesterma.gov/parks/permits-licensing)
      - Three Types:
        - Event Permits
        - Sports Permit
        - Stage Permit – Needs to be submitted even if you submit an Event Permit

- Parks & Field Use/ Closed Facilities
  - Fields are currently closed and all groups must stay off the fields until the City opens all fields – there have been issues with this in the past.
  - Fields must be used for the permitted use only (no cross use)
- Parks & Fields Re-permitting
  - All fields must be re-permitted through DPW & Parks, Parks, Recreation and Cemetery Division no exceptions.
  - Individual/Organizations shall not require fees or accept funding for use of a City facility.
- Facility Cleanup & Trash
  - All facilities must be clean and presentable after each use.
  - The last individual/organization to use a facility will be responsible to maintain and leave the facility in a clean condition.
  - Individual/organizations should contact the Parks, Recreation & Cemetery Division at the beginning of their permitted time if there are concerns regarding the facilities cleanliness.
  - The Parks, Recreation & Cemetery Division will review the permits of individual/organizations and if they continue to generate large amounts of trash we will require that you provide removal of your trash or a payment for Parks staff to clean up the trash on an overtime basis.
  - The fee does not include facility cleanup, individual/organizations are responsible for facility cleanup.
  - Change in Trash fee starting @ \$350.00 with additional costs determined by event size
- Parking
  - It is the individual/organizations responsibility to insure that all participants park in legal and appropriate locations.
  - Individual/organizations will be required to pay for staff to be on site if they cannot control parking by their participants.
  - The City reserves the right to require staff for an event based on the size and location of the event.
- Vehicles on Park Land
  - Vehicles are Prohibited in any park grass area or sidewalk
- Electric & Generator Use
  - Please do not use outlets on light poles without authorization from the Parks, Recreation & Cemetery Division.
  - All requests for electricity needs to be specific
- Food
  - If an individual/organization will be selling food or has asked a mobile concessionaire to sell food a permit is required from the Parks, Recreation & Cemetery Division.
  - Additionally a permit will be required from the Inspectional Services.
- Portable Restrooms
  - ADA Rules
    - Minimum of 1 or 5% of total
- Inflatable's
  - Any and all tents must be stake-less, no exceptions.
- Tents
  - Any and all tents must be stake-less, no exceptions.
  - All concrete must be in a plastic container, no expectations
  - All tents must be approved by the Parks, Recreation & Cemetery Division and possibly Inspectional Services.
- Alcoholic Beverages
  - All alcoholic beverages as defined in Chapter 138 section 1 of MGL are unlawful.
  - It is the individual/organizations responsibility to insure that all participants understand and abide by the Parks rules and regulations.

- Permits will be revoked if alcoholic beverages become an issue.
- Cancellation Policy – Please read this policy it will be strictly enforced
- Event Setup & Break Down
  - City staff must be on site for all setup and breakdown of events in Parks
  - Please see changes to the application
- Accessible Routes
- ADA Accommodation Notice
  - As a public facility we are required to provide reasonable accommodations
- Rules & Regulations
  - Please read all rules and regulations before submitting your permit and make sure that all participants read and understand these rules and regulations.
  - No Smoking in Parks
  - Dogs in Parks
- Balances
  - The Parks, Recreation & Cemetery Division will not issue a permit to any organization that has an outstanding balance.
- Fees
  - A new fee schedule is in place so please plan accordingly.
    - \$18.00 Per Hour for sports fields
    - \$250.000 for up to four hours for events – does not include staff
    - \$50.00 per hour for staff/minimum of 4 hours
    - \$100.00 Non-refundable down payment will be required at time of request to hold dates
- Stage
  - \$850.00 Charge for setup and breakdown
- Rain & Wet Conditions
  - If there are puddles on the facility and/or you step on any portion of the field and water squishes out from under your shoes the facility is closed
  - This is for the safety of the participants and the long term benefit to the facility
- Worcester Sound Ordinance
  - Any amplified sound shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field.
  - A permit will be required for amplified sound from the Worcester Police Department
  - Individual/organizations must be considerate of our neighbors and comply with the Worcester sound ordinance (commercial and residential)
- Organization/ League Information
  - Participant Application
  - Participant fees
  - Web Site
  - Insurance – All organizations must have insurance with the City of Worcester added as an additional insured. It must be received by this Division before a permit is released for use. **(\$1M) we can assist on this**
- Rosters, Game Schedule & Executive Board
  - Non-resident fees will be charged unless rosters are submitted to the Parks, Recreation & Cemetery Division.
  - Game Schedule
  - Please submit a copy of your Executive Board with your application.
- Lighted Fields
  - Lighted field fees start at 6:00 PM and there are no discounts for these fields' uses
  - Fields that do not have lights will be charged the daytime fee.
- Locking of Fields
  - Please note that the locking of facilities (field area) must be approved by the City of Worcester before the facility is secured.

- Soft Toss
  - Soft toss against fence is prohibited
- Water Supply Alert
  - No Alert at this time
- Facility Improvements
  - No facility improvements can be undertaken unless approved by the Parks Commission and the Parks Division
- Parks Irrigation Systems
  - How the drought could affect Parks
- Parks & Recreation Commission
  - We may require that individual/organizations attend a Parks & Recreation Commission meeting if they do not follow the rules and regulations.
- Permit Application Address
- Customer Survey System – Evaluation
- Grant Applications –
  - Land & Water Conservation Fund Grant – Betty Price - Awarded
  - Land & Water Conservation Fund Grant – Hadwen Park - Filed
  - PARC & LAND Grant Program – Playgrounds - Awarded
  - PARC & LAND Grant Program – South Worcester Playground –**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 – Working with National Grid for a full renovation. Under construction
  - Blackstone Gateway Park – Walkway off McKeon Road should be finalized in the Spring
  - Blithwood Park – NA
  - Boynton Park – NA
  - Burncoat Park – NA
  - Burncoat Playground – NA
  - Cascades Park – NA
  - Castle Park – Update
  - Common Master Plan Implementation – NA
  - Coes Park (Knife) –
    - Stearns Tavern – currently working on it
    - Playground – Working to construct additional parking
  - 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 – New building with restrooms
  - Fairmont Park – NA

- Farber Field – In design for a full soccer sports turf synthetic field
- Grant Square – National Grid is doing some work
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – Update
  - Green Hill Farm
  - Community Gardens – Moving to old recreation building area
  - WWI – 100 Anniversary coming up Veterans Day 2018
- Greenwood Park – NA
- Hadwen Park – NA
- Harrington Field – NA
- Harry Sherry Field (S. Worcester) - NA
- Holland Rink - NA
- Holmes Field – Moving along with renovations
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – Update
  - Walkway Design – Working on design looking to start construction in the Spring
  - Salisbury Pond
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake Park State - NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field - NA
- Oakland Heights Playground – NA
- Providence Street Playground – Brand new synthetic field with bleachers and lights
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – Update
- Spillane Field – 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 – Still working off current plan. New meeting should start next year.
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – NA
- Dog Park, Licensing & Control of Dogs – Friends Group Update – informational article given to Commission
- Rectangular Field Development – NA
- Park Monument Review – Update
- Misc. items:
  - Keep Worcester Clean - NA
  - City Council Orders –

- Burncoat Park & Holland Rink Master Plan
  - Worcester Cowboys
  - Boards & Commissions
  - Dog Parks in D1, D2 & D3
  - Elm Park Conservancy
  - Prioritized work on existing Master Plans
  - Swimming area at Coes Pond
- Petitions –
  - NA
- Forestry Operations – NA
  - ALB (Asian Longhorned Beetle)
  - EAB (Emerald Ash Borer)
  - Arbor Day April 27, 2018
- Budget – Operational & Capital
  - 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 – Closed for the season
- 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
- Misc Information –
  - Article on WWII Monument @ Lincoln Sq.
  - Article on Keeper of Artifacts
  - Article on Veteran Squares
  - Article on Worcester Common Event
  - Article on First Night Fireworks
  - Article on First Night
  - Article on Mayor inaugural
  - Article on Free Cash
  - Article on Worcester Cowboys
  - City Council Youth Parks & Recreation Sub Committee
    - Gary Rosen, Krystian King & Sean Rose
- Golf Course:
  - 2018 Green Hill Golf Course Information Guide
- Golf Course Donations: - NA
- Mr. Sedares made a motion to adjourn, Second by Mr. Chacharone. All were in favor. Motion was approved 4 - 0. Meeting was adjourned at 8:03 PM
- Next Parks & Recreation Commission meeting: February 15, 2017 – 6:30 PM