



## PARKS AND RECREATION COMMISSION MEETING

Thursday October 26, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

**If you choose to use the Microsoft Teams platform:**

- 1) Go to [www.teams.com](http://www.teams.com)
- 2) Enter Meeting ID# 296 914 909 179
- 3) Enter password: 7cqmSU

**If you choose to attend via phone:**

- 1) Call 1-469-998-7682
- 2) Enter Meeting ID#: 699 385 767#

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

### AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of the Minutes for September 28, 2023 (Table)
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](mailto: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](mailto: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 Officer Manny Familia Way Meeting Room A, follow the information above to join via the Teams application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial \*5.

6. Assistant Commissioners Report (See Report Topics Below)

5. Old Business

- Request of Joe O'Brien for the naming of the playground at Castle Park in honor of Barbara Haller.
- Request of Sheri Dumas for the naming of the softball field at Vernon Hill Park in honor of Bob Rousseau.
- Request of Councilor Candy Mero-Carlson for the naming of the playground at Holmes Field in honor of Gordon Hardgrove.

6. New Business

- Request of Carl Gomes to speak to the Commission on 149 West Boylston Drive with the following questions:
  - Can you please supply all the recommendations you stated at the September parks meeting you received from Beals and Thomas detailing why the Parks department did not perform a cutting in 2021 & 2022 as recommended in the July 31, 2021 recommendations of Beals of Thomas to begin in 2021?
  - Can you also provide the 2022 (drought) maintenance schedule for all City of Worcester Parks?
  - Can you provide prior to the October Parks meeting when the 2023 cutting will be scheduled?
  - Additionally, can you confirm in writing that the maintenance schedule for 149 West Boylston Drive as recommended by Beals and Thomas will occur each fall until the master plan for 149 West Boylston Drive is approved and funded?
  -
- Request of David Webb to speak to the Commission on 149 West Boylston Drive with the following questions:
  - What determination resulted in not following this recommendation in 2021 & 2022?
  - Do you have a set date od when you intend to follow the recommendation in 2023?
  - Do you intend to follow the recommendation of to cut annually in the future?
  - Which city commission, department, or employee is responsible for ensuring this committee upholds commitments made to constituents and/or that it follows recommendations made to it by its consultants?
  - Did the assistant commissioner have this recommendation available to them at the last meeting?
- Request of Feanna Jattan-Singh to speak to the Commission on regarding on invasive species of plants with the following question:
  - What the parks department is doing about managing the invasive species of plants taking over our city parks?
  - Who is responsible for handling the Japanese Knotweed and Tree of Heaven?
  - What is their plan of action? Is this written anywhere that the public can access?



- Request of Geoff Killebrew to speak to the Commission on past & present rules and regulation regarding vending and busking in city parks.

7. Date of Next Meeting:

- November 30, 2023 (New Date)
- December 21, 2023 (New Date)
- January 11, 2024
- February 1, 2024 (Sports Permit Meeting)
- February 29, 2024 (Event Permit Meeting)
- April 4, 2024 (New Date)
- April 25, 2024
- May 23, 2024
- June 13, 2024

8. Meeting Adjourned (Roll Call)

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

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**From:** Carl Gomes [REDACTED]  
**Sent:** Saturday, October 14, 2023 8:36 AM  
**To:** Antonelli, Robert C. Jr., Parks Asst. Comm.  
**Subject:** 1. Agenda 10/26/23 Parks Meeting 2. 149 West Boylston Drive Maintenance recommendations Beals & Thomas 3. 2021, 2022, 2023 Maintenance Schedule 149 West Boylston Drive 4. 2022 Maintenance schedule all City of Worcester parks  
**Attachments:** 149\_Maintenance\_Recommendation\_2021.pdf

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.

Mr. Antonelli

Attached is July 31, 2021 maintenance recommendation for 149 West Boylston Drive from Beals and Thomas consultant to the Parks Development. Their recommendation was to do an annual cutting each fall October - November beginning in the fall of 2021.

Can you please provide prior to the October Parks meeting all the recommendations you stated at the September parks meeting you received from Beals and Thomas detailing why the Parks department did not perform a cutting in 2021 & 2022 as recommended in the July 31, 2021 recommendations of Beals of Thomas to begin in 2021? Can you also provide the 2022 (drought) maintenance schedule for all City of Worcester parks?

At the September parks meeting you stated that the 2023 annual cutting for 149 is expected to occur sometime in the next month month and a half. Can you provide prior to the October Parks meeting when the 2023 cutting will be scheduled?

Additionally can you confirm in writing that the maintenance schedule for 149 West Boylston Drive as recommended by Beals and Thomas will occur each fall until the master plan for 149 West Boylston Drive is approved and funded?

I am respectfully requesting that the all maintenance recommendations of Beals & Thomas for 149 West Boylston Drive for the years 2021, 2022, 2023 Be placed on the agenda for October parks meeting. I am also requesting that the 2022 (drought) maintenance schedule for all city of Worcester parks be placed on the agenda.

Additionally I am requesting this email be shared with all members of the parks committee upon receipt by the Parks Department so that they may have sufficient opportunity to review prior to the October meeting.

Please confirm receipt of this email and that the requested items will be placed on the agenda for October Parks meeting.

Sincerely,

Carl Gomes, President  
Indian Lake Community Association, Inc.  
[REDACTED]

Sent from my iPhone

**TO:** Cesar Valiente, City of Worcester Department of Public Works and Parks

**FROM:** David LaPointe, RLA

**DATE:** July 30, 2021

**REFERENCE:** Maintenance of Meadow Area  
149 West Boylston Drive  
Worcester, Massachusetts  
B+T Project No. 2407.06

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The 149 West Boylston Drive property was recently cleared and grubbed of existing vegetation to remove woody plant materials and invasive plants that have become established on the property after many years where the property was allowed to become overgrown after the completion of the adjacent highway (Route 190). Upon completion of the vegetation removal, a seed mix (New England Conservation/Wildlife mix from New England Wetland Plants, Inc.) was spread across the area to stabilize the soil and provide herbaceous vegetation that could be easily maintained until such a time that a future use of the property is determined.

Recommended maintenance consists of an annual cutting at the end of the fall (late October - early November) to help the established species continue to drop seed on site as well as to induce the plant to move all stored energy into the roots and out of the vegetation so they come back stronger the following spring. A mowing is recommended in the fall of 2021, as noted.

DJL/240706MR001

TO: Rob Antonelli, Assistant Commissioner  
City of Worcester Department of Public Works and Parks

FROM: David LaPointe, RLA

REFERENCE: Meadow Maintenance  
149 West Boylston Drive  
Worcester, Massachusetts  
B+T Project No. 2407.06

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Regarding the mowing of the meadow area planted at the 149 West Boylston property after the area was cleared of existing invasive and other woody vegetation, it has been determined that mowing in the fall was not necessary in order to allow additional time for the new herbaceous plant material to become established and be allowed to drop additional seeds or allow the spread of seeds through other means (birds, wind). Upon establishment, although an annual mowing of the vegetation is recommended, it would not be detrimental to forego this annual mowing.

240706MR002



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

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**From:** Carl Gomes [REDACTED]  
**Sent:** Saturday, October 21, 2023 1:39 PM  
**To:** Antonelli, Robert C. Jr., Parks Asst. Comm.  
**Cc:** 149 West Boylston Drive:Consultant:Beals & Thomas  
**Subject:** Re: 1. 149 field visit 2. Agenda Parks Meeting 10/26/23

**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.

Typo assessment done 10/20/23

Sent from my iPhone

On Oct 21, 2023, at 1:27 PM, Carl Gomes [REDACTED]

Mr. Antonelli, Mr. Lapointe

On 10/14/21 I forwarded emails to both of you regarding maintenance management for 149 West Boylston Drive. I also requested confirmation the email sent to Mr. Antonelli was received and shared with all members of the commission prior to the October meeting, additionally that 149 West Boylston Drive be placed on the agenda. Attached is an assessment of 149 West Boylston Drive that was done on 10/20/21. I am requesting that this assessment also be shared with all commission members and be added to the agenda as well.

Mr. Lapointe can you please review this assessment and provide your professional opinion regarding the current condition of the parcel including woody vegetation, invasive species and recommended maintenance to prevent the parcel from degrading to its former overgrown state.

Sincerely,

Carl Gomes, President  
Indian Lake Community Association, Inc.  
[REDACTED]

Sent from my iPhone

Begin forwarded message:

**From:** Joe Johnson [REDACTED]  
**Date:** October 21, 2023 at 12:20:37 PM EDT  
**To:** Carl Gomes [REDACTED]  
**Subject:** 149 field visit

Carl,

I walked the field known as the 149 Park yesterday. I was surprised that most of it had not been mowed since the meadow seed mix was applied. I'm sad that the creation and seeding of the meadow were not followed up with the recommended maintenance. If you can get it mowed now, it will help more wildflowers get enough sunlight to sprout in the spring and discourage the further growth of invasive trees and plants like knotweed and tree-of-heaven

I was under the impression that a wildflower meadow would be established in the park and cut annually, as there was no telling how long it would be before funding could be lined up for a fully developed park.

To that point, in the areas where no signs of mowing, I observed a reduction in biodiversity where the tall grass dominated relative to the area adjacent to the vehicle pathways where several wildflowers thrive.

Cottonwood trees have begun to establish themselves in the central parts of the meadow. The invasive tree-of-heaven is growing in the wooded borders along the lakefront, highway wall, and this parcel's boundaries. About 2000 square feet of invasive Knotweed is well established along the fence separating the Park from the residential area, and a few stray knotweed crowns emerged in some wet spots. The invasive knotweed occupies at least two thousand square feet along the southern fence and extends into the residential area from the park and outward along the road.

I believe the diversity established by the original planting has been reduced by the effect of the standing tall grass blocking sunlight from sprouting plants in the spring. A November mowing to about 6 inches should be done this year.

I believe the knotweed and tree-of-heaven will continue to spread until it is managed.

There are existing populations of invasive Tree-of-heaven lightly infesting the borders of the field and approximately 2000 square feet of knotweed on the southern border of the field extending into the residential neighborhood. Cottonwood saplings dot the central field and will be too big for mowing by the end of next season. Mowing should be done this year.

I believe the field should be mowed this November and, if budget allows, every November until the fate of this parcel is decided. If the city can not see fit to do this cutting every three years, keep this land a field.

Here are some references.

Occasional mowing and invasive species control are the two long-term maintenance practices for maintaining meadows. Properly timed mowing is crucial for supporting native plant species flowering and seed set and providing year-round habitat for pollinators and other wildlife.

<https://wildseedproject.net> 2022/03

## How to Make a Meadow - Wild Seed Project



TO: Cesar Valiente, City of Worcester Department of Public Works and Parks

FROM: David LaPointe, RLA

DATE: July 30, 2021

REFERENCE: Maintenance of Meadow Area  
149 West Boylston Drive  
Worcester, Massachusetts  
B+T Project No. 2407.06

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Recommended maintenance consists of an annual cutting at the end of the fall (late October - early November) to help the established species continue to drop seed on site as well as to induce the plant to move all stored energy into the roots and out of the vegetation so they come back stronger the following spring. A mowing is recommended in the fall of 2021, as noted.

DIL/240706MR001

TO: Rob Antonelli, Assistant Commissioner  
City of Worcester Department of Public Works and Parks

FROM: David LaPointe, RLA

REFERENCE: Meadow Maintenance  
149 West Boylston Drive  
Worcester, Massachusetts  
B+T Project No. 2407.06

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Regarding the mowing of the meadow area planted at the 149 West Boylston property after the area was cleared of existing invasive and other woody vegetation, it has been determined that mowing in the fall was not necessary in order to allow additional time for the new herbaceous plant material to become established and be allowed to drop additional seeds or allow the spread of seeds through other means (birds, wind). Upon establishment, although an annual mowing of the vegetation is recommended, it would not be detrimental to forego this annual mowing.

240706MR002

PURCHASING DIVISION  
CITY OF WORCESTER  
MASSACHUSETTS 01608-1895  
ROOM 201 - CITY HALL  
PHONE (508) 799-1220

**BID INVITATION**  
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

<b>BID NO. CR-8001-M3</b>
<b>DATE: March 31, 2023</b>
<b>CITY OF WORCESTER</b> <b>Christopher J. Gagliastro, MCPPO</b> <b>Purchasing Agent</b>
<b>BUYER: Maureen McKeon</b>

**NOTICE TO BIDDERS**  
**TERMS AND CONDITIONS**

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

**COMPLETE ORIGINAL COPY (including ALL required pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:**

DATE: April 19, 2023 TIME: 4:00 P.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK ENVELOPE **"Bid No. CR-8001-M3 Vending/Concessions Services/DPWP"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

**GENERAL**

1. This Bid Invitation covers: Vending/Concessions Services – provide food and/or novelties at various parks, playgrounds and bathing beaches, in accordance with the attached requirements and specifications of the City of Worcester Department of Public Works & Parks for a period from date of contract through October 31, 2023.
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ None must accompany this bid.
3. **NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ n/a of the total dollar award is required.
5. A payment bond in the amount of \$ n/a of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. Questions pertaining to this bid must be directed to: Maureen McKeon via email at [mckeonmp@worcesterma.gov](mailto:mckeonmp@worcesterma.gov)

**Email responses to this bid are acceptable. Please email bids to [mckeonmp@worcesterma.gov](mailto:mckeonmp@worcesterma.gov)**

8. The following meanings are attached to the defined words when used in this bid form.
  - (a) The word "City" means The City of Worcester, Massachusetts.
  - (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
  - (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at [mckeonmp@worcesterma.gov](mailto:mckeonmp@worcesterma.gov)). No changes will be considered or any interpretation issued unless request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. Conditional Bids Will Not Be Accepted.
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L.C.43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes, and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. Time reserved for award is ninety days.
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and The Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either or underlet the contractor, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City.



23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a Legal Holiday) from the date of the mailing of a notice from the City to him, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.
24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid is accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form when submitting a bid. Bidder must sign and return complete forms.
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants, or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

#### **INSURANCE AND WORKER'S COMPENSATION**

27. **COMMERCIAL GENERAL LIABILITY INSURANCE** – Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. **AUTOMOBILE LIABILITY INSURANCE** – Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limits, of \$ 1,000,000.00 (all owned, hired and non-owned autos).
29. **COMPENSATION INSURANCE** – Contractor shall furnish the City of Worcester with certificates showing that all of his or her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for any one of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the contracting officer certificates from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may be otherwise stated herein, the Contractor shall also carry bodily injury and property damage insurance in amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engage in this contract.

#### **DISCOUNT**

33. Prompt pay discounts will be considered when determining the low bid except when prompt pay discounts are for a period of less than 30 days. In this event prompt pay discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

## **GUARANTEE**

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and/or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

## **DELIVERIES AND COMPLETION**

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City, through its Purchasing Division, reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

## **SAMPLING AND ANALYSIS**

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples, shall be given the opportunity, while sampling, to affix his signature to the delivery slip each item represented in his sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his proposal, the Purchasing Agent may at his option exercise his right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation; that no officer or agent of the City is directly or indirectly interested in this bid; and he proposes and agrees that if this proposal is accepted he will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or request for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a

"sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Chapter 6, Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein

**GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.**

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:**

(1) If a Proprietorship

Name of Owner \_\_\_\_\_

Business Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

(2) If a Partnership

Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

(3) If a Corporation

Full Legal Name \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Qualified in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

**GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY**

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_ TITLE \_\_\_\_\_  
PLEASE SIGN

DATE \_\_\_\_\_ BID SECURITY \$ \_\_\_\_\_

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

NAME (PLEASE PRINT) *Contract Administrator* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL (Customer Service Rep.): \_\_\_\_\_

E-MAIL (Contract Administrator): \_\_\_\_\_

**UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:**

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) \_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

**PROPOSAL PAGE**

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES  NO

Delivery to be made to: Worcester, MA

This Bid includes addenda numbered \_\_\_\_\_

**NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING**

**BIDDER TO COMPLETE ITEMS BELOW**

Item No.	Description
1-27 parks	<p>Vending/Concessions Services – provide food and/or novelties at various parks, playgrounds and bathing beaches.</p> <p><i>Please complete pricing sheet on page 19 of this document.</i></p> <p>Quotes may be emailed to <a href="mailto:mckeonmp@worcesterma.gov">mckeonmp@worcesterma.gov</a> or delivered to Purchasing Department, Room 201, City Hall, 455 Main Street, Worcester, MA 01608.</p>

TERMS, PROMPT PAY DISCOUNT \_\_\_\_\_ % 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN ( AS REQUIRED ) DAYS FROM TIME OF NOTIFICATION BY THE CITY.

(N.B. PLEASE REFER TO SECTION NO. 34 RELATIVE TO THE DELIVERY).

NAME OF BIDDER \_\_\_\_\_

## CITY OF WORCESTER NOTICE TO BIDDERS

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

#### VENDING/CONCESSIONS SERVICES– 2023 Bid #: CR-8001-M3

Completed bids for the following mobile concessions for the 2023 Season will be received at the Purchasing Department, Room 201, City Hall, Worcester, MA 01608. You may also email completed bid documents to [mckeonmp@worcesterma.gov](mailto:mckeonmp@worcesterma.gov)

#### **Vending/Concessions Services – various parks & playgrounds**

**Note:** For all Bid locations Special Events affiliated or sponsored by DPW& Parks, Recreation & Cemetery Division are excluded from this contract. The Division may sell items as it sees fit, during any special event.

State qualifications, references, and veteran status, also verified residence. Applicants must be 21 year of age or over. Specifications are available at the purchasing department, Room 201, City Hall, Worcester, MA. Including minimum bid acceptable.

Food bids (not limited to ice cream, hot dogs, drinks, etc.) and Novelty (not limited to wears and toys) bids are two separate bids.

The City of Worcester reserves the right to reject any and all proposals.

Proposals **must be delivered by 4 p.m. on Wednesday, April 19, 2023** either via email or in person at City Hall. Subject line of email or envelope should bear the following information: "Bid for Vending/Concessions Services"

PRICE LIST MUST BE INCLUDED WITH BID.

A bid submission stating "\$1.00 more than any other bid" is not permissible in a bid procedure and any bids submitted in this manner will be treated as non-responsive and rejected.



City of Worcester DPW & Parks, Recreation & Cemetery Division

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**SPECIFICATIONS**

**Vending/Concessions Services 2023**

**Green Hill Park** - On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$600.00. Novelty bids will start at \$200.00  
**Location:** Bidder must be located in one of the two parking lots within the core of the park.

**Also Note:** Concessionaire will not be allowed to sell any items on or around Green Hill Municipal Golf Course or Clubhouse at any time.

**Crompton Park** - On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division or fundraising events sponsored by Green Island Neighborhood or Oak Hill CDC. No food bid will be accepted for less than \$800.00. This includes opening of swimming pool. Novelty bids will start at \$200.00

**Location:** Parking Lot only.

**Kendrick Park** - On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. Joe Schwartz Little League has permission from the Parks and Recreation Commission to sell refreshments during the year, and this bid will not exclude them from selling. No food bid will be accepted for less than \$350.00. Novelty bids will start at \$200.00

**Location:** Parking Lot near basketball court.

**Christoforo  
Columbo Park -**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. Truck will only be allowed in the parking area by the splash pad. No other entry into the park will be allowed. No food bid will be accepted for less than \$800.00. Novelty bids will start at \$200.00

**Location:** Parking Lot

**Lake Park -**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division, or refreshments sold by Baseball Leagues using the park. No food bid will be accepted for less than \$400.00. Novelty bids will start at \$200.00

**Also Note:** Concessionaire will not be allowed to sell at State High School District Games in June (Dates to be announced) or State and Regional Tournaments in July & August. (Dates to be announced) and/or other events approved by the Parks, Recreation & Cemetery Department.

**Location:** Upper parking lot

**Also Note:** Concessionaire will not be allowed to sell at State High School District Games in June (Dates to be announced) or State and Regional Tournaments in July & August. (Dates to be announced) and/or other events approved by the Parks, Recreation & Cemetery Department.

**Location:** Upper parking lot

**Beaver Brook**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division, Ted Williams Little League & Worcester Vikings have permission from the Parks & Recreation Commission to sell refreshments during the year. No food bid will be accepted for less than \$400.00. Novelty bids will start at \$200.00.

**Location:** Mann St or Chandler St Parling Lot

**Institute Park**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$300.00. Novelty bids will start at \$200.00.

**Location: Salisbury St only**

**Elm Park**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$1,000.00. Novelty bids will start at \$300.00.

**Location: Russell St**

**University Park**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Gates St or Illinois St**

**City Hall Common**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$1,000.00. Novelty bids will start at \$200.00.

**Location: TBD once vendor is selected**

**Greenwood**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. Truck will only be allowed in the parking area by the splash pad. No other entry into the park will be allowed. No food bid will be accepted for less than \$400.00. Novelty bids will start at \$200.00

**Location: Forsberg St near spray park**

**Blithwood**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Holmes Field**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Plantation St in parking cutout**

**Vernon Hill**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Parking Lot Ames St**

**Newton Hill**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Pleasant St near tennis courts**

**Knights of Columbus** On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Great Brook Valley** On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Mulchay** On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Logan Field** On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Mill St near main entrance**

**Indian Hill** On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Farber Field** On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

**Location: Dedicated location on left side of park**

**Glodis Field**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Phil O'Connell Field**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

**Location: Grove St**

**BATHING BEACHES**

**Indian Lake Beach**

**Clayson Road -**

On or about July 1, 2023, or when beaches officially open for the season through August 20, 2023, or when beaches officially close, from 11:00 am – 7:00 PM. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Coes Pond**

**Mill Street -**

On or about July 1, 2023, or when beaches officially open for season through August 20, 2023, from 11:00 am – 7:00 PM No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

**Location: Mill St**

**Shore Park Beach**

**Shore Drive -**

On or about July 1, 2023, or when beaches officially open for the season through August 20, 2023, or when beaches officially close, from 11:00 am – 7:00 PM. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Bell Pond**

On or about July 1, 2023, or when beaches officially open through August 20, 2023, from 11:00 am – 7:00 PM. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

**Location: Parking Lot**

**Note:**

For all the bid locations mentioned above, special events, organizations or leagues affiliated with or sponsored by the DPW& Parks, Recreation & Cemetery Division are excluded from this contract. The Division, organizations or affiliates may sell items as it sees fit during any special event or league games, when all authorizations have been secured. All concessionaires are responsible to ensure garbage is disposed of in proper containers. All concessionaires are required to have a trash disposal unit available for patrons use. All trash must be removed from site. The DPW& Parks, Recreation & Cemetery Division asks that all concessionaires limit trash by controlling what is given out.

**Bid #: CR-8001-M3**  
**Vending/Concessions Services (DPW & Parks)**

**Equipment**

Mobile food trucks to be available to serve the public visiting the above areas.

**Rules/Regulations**

All successful bidders must complete the application and all paperwork required by the city upon award.

The successful bidder is responsible for maintaining and operating a clean and attractive food business with all proper documentation and permits as required by Federal, State and Local rules and regulations.

All refuse and rubbish must be removed at the expense of the lessee, and effort made to pick up the litter around the area in the park or beach where the mobile food trucks are stationed. No employees or equipment of the city are to be used by the successful bidder.

Concessions are not to be sublet.

Food bids are strictly for selling food/ drinks

Novelty bids are strictly for selling nonfood/drink items such as wares, toys, etc.

No alcoholic beverages shall be sold.

Due to the varying leisure hours of people in conjunction with organized and informal recreation programs, the successful bidder will confer with the Parks, Recreation and Cemetery Division as to the most suitable time and location for food service and Novelty Concession in keeping with good business practices.

The City of Worcester, DPW & Parks, Recreation & Cemetery Division has approved the free lunch program at all Parks.

The City of Worcester Parks may be under construction during this operating time. The city will not reduce bids in these cases.

The City reserves the right to reject any and all proposals

**Bid Requirements**

Certified checks or money orders must be submitted within five (5) days of notice of contract award.

Price list of all items to be sold must be submitted with bid.

A bid of \$1.00 more than any other bid is not permissible in a sealed bid procedure and any other bids submitted in this manner will be treated as conditional bids and rejected.

Bids are per location.



**Pricing Page**  
**Bid #: CR-8001-M3**  
**Vending/Concession Services (DPW & Parks)**

**Bidder may bid any or all Items. Line item award.**

Item	Park Location	Food Bid	Novelty Bid
1	Green Hill Park	\$	\$
2	Crompton Park	\$	\$
3	Kendrick Park	\$	\$
4	Christoforo Columbo Park	\$	\$
5	Lake Park	\$	\$
6	Beaver Brook	\$	\$
7	Institute Park	\$	\$
8	Elm Park	\$	\$
9	University Park	\$	\$
10	City Hall Common	\$	\$
11	Greenwood	\$	\$
12	Blithwood	\$	\$
13	Holmes Field	\$	\$
14	Vernon Hill	\$	\$
15	Newton Hill	\$	\$
16	Knights of Columbus	\$	\$
17	Great Brook Valley	\$	\$
18	Mulcahy	\$	\$
19	Logan Field	\$	\$
20	Indian Hill	\$	\$
21	Farber Field	\$	\$
22	Glodis Field	\$	\$
23	Phil O'Connell Field	\$	\$
	<b>Bathing Beaches</b>		
24	Indian Lake Beach (Clayson Road)	\$	\$
25	Coes Pond (Mill Street)	\$	\$
26	Shore Park Beach (Shore Drive)	\$	\$
27	Bell Pond (Belmont Street)	\$	\$

PLEASE BE ADVISED DUE TO fiscal constraints, the beach may not open during the summer of 2023 The concessionaire understands this and shall not seek any damages from the City of Worcester.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



April 4, 2023

To All Bidders:

Subject: **CR-8001-M3 Vending Concessions Services/DPWP**

**ADDENDUM NO. 1**

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **All successful bidders must comply with all of the City of Worcester, DPW & Parks, Recreation and Cemetery Division rules and regulations.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon  
Assistant Purchasing Director



The City of  
**WORCESTER**

Administration & Finance – Purchasing Division  
Christopher J. Gagliastro, MCPPO – Purchasing Director  
455 Main Street, Room 201, Worcester, MA 01608  
P | 508-799-1220  
[purchasing@worcesterma.gov](mailto:purchasing@worcesterma.gov)

April 10, 2023

To All Bidders:

Subject: **CR-8001-M3 Vending Concessions Services/DPWP**

**ADDENDUM NO. 2**

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **DPW & Parks will accept a five (5) installment payment plan for all fees due the City. First payment would be due May 1 of each year with additional payments due on June 1, July 1, August 1 & a final/complete payment on September 1.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon  
Assistant Purchasing Director



April 18, 2023

To All Bidders:

Subject: **CR-8001-M3 Vending Concessions Services/DPWP**

**ADDENDUM NO. 3**

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **BID DEADLINE EXTENDED to 4 pm on FRIDAY, APRIL 28, 2023.**
- **Please be aware that Addendum #4 will be posted soon with answers to various questions that have been received from potential vendors.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon  
Assistant Purchasing Director



The City of  
**WORCESTER**

Administration & Finance – Purchasing Division  
Christopher J. Gagliastro, MCPPO – Purchasing Director  
455 Main Street, Room 201, Worcester, MA 01608  
P | 508-799-1220  
[purchasing@worcesterma.gov](mailto:purchasing@worcesterma.gov)

April 26, 2023

To All Bidders:

Subject: **CR-8001-M3 Vending Concessions Services/DPWP**

**ADDENDUM NO. 4**

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **Due to the loss of April and beginning of May, the City will reduce the minimum price, or the highest bidders, price by 1/8 and move the installments to June 1, July 1, August 1, & September 1 for the calendar year 2023 only.**
- **This bid is for 2023 only and will be rebid in 2024.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon  
Assistant Purchasing Director

**Bid Opening Results**  
**Bid #: CR-8001-M3**  
**Vending/Concession Services (DPW & Parks)**

**Bidder may bid any or all Items. Line item award.**

Item	Park Location	Food Bid	Novelty Bid
1	Green Hill Park	\$ 600 Richie's Ice Cream	\$
	Green Hill Park	\$ 600 Tastee Treats	
	Green Hill Park	\$ 610 Shabby Gourmet	
2	Crompton Park	\$1,057 El Delicioso	\$
3	Kendrick Park	\$	\$
4	Christoforo Columbo Park	\$1,950 Brothers Dogs & Cones	\$
5	Lake Park	\$	\$
6	Beaver Brook	\$450 Jeremiah's TasteeFreeze	\$
7	Institute Park	\$380 Shabby Gourmet	\$
8	Elm Park	\$1,900 Jeremiah's TasteeFreeze	\$
	Elm Park	\$2,185 G. Killebrew	
	Elm Park	\$2,000 Tastee Treats	
	Elm Park (novelty)		
9	University Park	\$	\$
10	City Hall Common	\$	\$
11	Greenwood	\$400 Richie's Ice Cream	\$
12	Blithwood	\$200 Richie's Ice Cream	\$
	Blithwood	\$205 Jules on the Go	
13	Holmes Field	\$	\$
14	Vernon Hill	\$250 Jules on the Go	\$
15	Newton Hill	\$300 Shabby Gourmet	\$
16	Knights of Columbus	\$	\$
17	Great Brook Valley	\$	\$
18	Mulcahy	\$	\$
19	Logan Field	\$	\$
20	Indian Hill	\$	\$
21	Farber Field	\$	\$
22	Glodis Field	\$	\$
23	Phil O'Connell Field	\$	\$
	<b>Bathing Beaches</b>		
24	Indian Lake Beach (Clayson Road)	\$	\$
25	Coes Pond (Mill Street)	\$	\$
26	Shore Park Beach (Shore Drive)	\$500 Richie's Ice Cream	\$
27	Bell Pond (Belmont Street)	\$	\$

private way on the official map so as to leave available less than twelve feet in width for the clear and unobstructed passage of emergency vehicles.

(b) The owner of any building near the line of any street, where the roof of the building slopes towards the street, shall cause all the snow and ice to be removed from such roof within twenty-four hours after the same shall have ceased falling or forming, or shall cause such roof to be provided with suitable barriers to prevent the fall of snow or ice therefrom upon persons traveling in such street.

(c) No person owning or having the control of a building upon land adjoining a street through which a common sewer is laid shall suffer any water from the roof, gutters, conductors or waterspouts of such building to be discharged or to flow over or upon any street or sidewalk, but shall cause all such water to be conducted by suitable pipes, properly laid, into the common sewer, in accordance with all other applicable provisions of the Revised Ordinances and the State Building Code.

#### **§ 25. Sidewalks and Crosswalks**

(a) No person shall drive any motor vehicle, motorcycle, snowmobile or any other motor-powered vehicle on the sidewalk or footway of any street or public grounds of the city, except for the purpose of crossing as near as may be at right angles to such sidewalk, and in order to go into or out of some adjoining enclosure.

(b) No person shall stand, or place any obstruction of any kind, upon any street, sidewalk or crosswalk in such a manner as to obstruct a free passage for travelers thereon.

#### **§ 26. Prohibited Activities**

(a) No person, other than musicians in a lawful parade or procession, or street performers acting in accordance with sub-section (h) hereof, shall, in any street, except as a warning of danger, ring or cause to be rung, any bell, or use, or cause to be used, or played upon, any musical or noise-making instrument.

(b) No person, except persons selling newspapers, shall stand in any street for the purpose of selling any article, or for the exercise of any business or calling, unless otherwise provided by law.

(c) No person shall stand or walk upon the street or sidewalk in front of any place of business or amusement, for the purpose of advertising or soliciting patronage for such business or amusement.

(d) No person shall, in any street, place, post up or paint any placard, handbill, poster, notice or advertising sign, or cut or carve any such notice or advertising sign upon any object, nor shall any person erect or maintain bulletin boards in any street without a license from the license commission.

(e) No person shall place a directional sign upon any post or sidewalk, street or highway or project a directional sign over any sidewalk, street or highway, except on order of the city council. Such order may contain such lawful restrictions and limitations as to sign, place, type, size and such other conditions that the city council may deem necessary for the

protection, convenience, and safety of the public, together with an agreement by the person to keep the signs in good repair and condition at all times and to indemnify and save harmless the city against any and all damages, costs, expenses or compensation which it may sustain or be required to pay whether as a result of a judgment or execution issued by a court of competent jurisdiction or otherwise, by reasons of the sign being in, over or upon the way or being unfastened, out of repair or defective during such ownership or control as the case may be. Each person seeking permission to post such signs shall pay one dollar for each authorization. The city council, prior to granting any license under this section, shall refer any request for a license to the traffic engineer through the city manager for his or her recommendation and advice. Any sign erected without approval of the city council shall subject the person placing or authorizing the said sign to a fine of five dollars for each day during which said sign is maintained without a permit or in violation of any of the terms and conditions set by the city council.

(f) No person shall wantonly mar, injure, deface or destroy any fence, guidepost, signboard, lamp post, lamp, lantern, electric light post or electric light in any street, and no person shall destroy or extinguish any street light.

(g) No person shall, within the limits of any street, play at any game of ball or football, throw any snowball, stones or other hard substance, drive or roll a hoop, fly any kite, or engage in any other amusement game or exercise interfering with the free, safe and convenient use of such street by any person traveling or passing along the same, nor shall any person promote or encourage the fighting of birds or animals in any street.

(h) No person shall act or perform as an itinerant musician on any public street or private way shown on the official map of the city, or in any public park, playground, or the Worcester Common, where such person conducts such activity:

- (1) within one hundred feet of any: (A) elementary or secondary school; (B) library; (C) church while in session; (D) hospital or nursing home; or, (E) other street performer or group of street performers; or,
- (2) in such a manner as to block roadways, sidewalks, crosswalks, driveways, stairways, curb cuts, handicapped access ramps nor block access to buildings, parks, public conveyances, businesses, crosswalks, traffic control poles containing pedestrian crosswalk button(s), or within twenty feet of a fire hydrant or within five feet of any fire alarm or other emergency communication device, including public telephones, either by the performer's location, or by the location of any crowd that the performer may draw (for purposes of this ordinance "block" shall mean to reduce the width of an area for pedestrian passage or access to less than thirty-six inches or, in the case of motor vehicles, to an area less than twelve feet); or,
- (3) on any portion of a public street which has been closed to usual vehicular or pedestrian traffic for any reason, except that where an authorized street fair or public festival is being conducted, such activities may be conducted only with the permission of the sponsor of such fair or festival; or,
- (4) at any time outside of the hours of 8:00 a.m. to 9:00 p.m.; or,
- (5) so as to generate noise exceeding a median sound level of eighty decibels measured at a distance of fifty feet from the performer or group of performers; or,



- (6) where such activity is conducted within any public park, playground, or the Worcester Common, without the written permission of the Parks & Recreation Commission.

Nothing in this subsection (h) shall prevent any street performer from requesting contributions of money or property at a performance, provided that no sign requesting contributions shall exceed twelve inches by eighteen inches.

(i) No person shall cause, allow or maintain any personal property of any sort which is not registered as a motor vehicle under chapter ninety, section one, of the General Laws of Massachusetts (A) to occupy any area in excess of six square feet within the limits of any public way within the city or (B) to occupy any area within the limits of any public way in such a manner as to impair the health and safety of persons traveling upon the way, unless such occupation has otherwise been permitted under authority of any other ordinance or law. Any person found in violation of either portion of this subsection shall be penalized by a fine of twenty-five (\$25.00) dollars with each calendar day constituting a separate offense.

#### **§ 27. Littering of streets**

(a) No person in any public street or way under the jurisdiction of the city shall, whether in or upon a vehicle or on foot, deposit, drop or throw upon such street or way or walk thereof, and suffer to remain there, any filth, rubbish or refuse unless it is deposited, dropped or thrown into a receptacle provided for the purpose. No person shall throw from any building onto a public way or other public place, or sweep, throw or otherwise remove into any public way or other public place or into any roadway or walk, any filth, rubbish, or other substance and suffer the same to remain there.

(b) Any person convicted of violating this section shall be punished by a fine of not more than two thousand dollars.

#### **§ 28. Protection of Public Trees – (Ordained October 20, 2009 - 9396)**

(a) *Purpose.* The city council recognizes the importance of an urban forest and that, in the city's ecosystem, trees contribute to air quality, reduce noise and visual pollution, help to moderate climatic extremes and conserve energy. The city's public trees enhance the visual and aesthetic attributes of streets, parks and other public places for residents, businesses and visitors. The city council recognizes the role of trees in enhancing property values and the overall quality of life. The city council further recognizes that the city has suffered severe tree loss due to efforts to eradicate the Asian Longhorn Beetle infestation and the severe ice storm of December 2008. It is the purpose of this section to promote and protect the public health, safety and general welfare by providing for the regulation of the planting, maintenance and removal of public trees in Worcester, Massachusetts.

(b) *Definitions.* The following words and phrases, when used in this section, shall have the following meanings:

*Park Trees* - means any trees, shrubs, bushes and all woody vegetation on land lying within public parks having names and in all other areas owned by the city of Worcester and to which the public has access.



**ASSISTANT COMMISSIONER'S REPORT:**I. General:

- Request of Joe O'Brien for the naming of the playground at Castle Park in honor of Barbara Haller.
- Request of Sheri Dumas for the naming of the softball field at Vernon Hill Park in honor of Bob Rousseau.
- Request of Councilor Candy Mero-Carlson for the naming of the playground at Holmes Field in honor of Gordon Hardgrove.
- Request of World of Foods for an event at Elm Park
- Request of the City of Worcester for an event on The Worcester Common for the Annual Festival of Lights and to serve alcohol.
- Request of the City of Worcester Youth Opportunity Office for an event on The Worcester Common for the Cultural Latino/a/e tradition of remembrance and to serve alcohol.
- Parks & Recreation Commission New Commissioner
- Review of the Community Preservation Committee
- Review of the City Council Item on Dog Parks
- Review of the City Council Item on Tacoma Street Playground
- Review of the City Council Item on Harrington Way Field
- Grant Applications –
  - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
  - Land & Water Conservation Fund Grant – University Park - Awarded
  - Land & Water Conservation Fund Grant – Great Brook Valley - Submitted
  - PARC & LAND Grant Program – Sever Street – Awarded
  - USDA Forest Service Grant – IRA – Not Awarded
- Economic Development Initiatives –
  - NA
- Cultural Events-
  - NA
- Park Vandalism & Graffiti – NA
- Donations –
  - NA
- Capital Improvement Programs
  - Apricot Street Playground - NA
  - Ball Property - NA
  - Banis Street Playground - NA
  - Beaver Brook Park - NA
  - Bell Pond – NA
  - Bennett Field – NA
  - Betty Price Playground – NA
  - Blackstone Gateway Park – NA
  - Blithwood Park – NA

- Boynton Park – NA
- Burncoat Park – NA
- Burncoat Playground – NA
- Cascades Park – NA
- Castle Park – NA
- Coal Mine Brook – NA
- Common – NA
- Coes Park (Knife) – NA
  - Stearns Tavern
  - Playground
- Coes Pond – NA
- Columbus Park –
  - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) –
  - NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
  - Newton Hill - 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 26, 2024
  - Budget – Operational & Capital - NA
    - Parks, Recreation & Cemetery Division – NA
    - Capital Improvement Program – NA
    - City Five Point Financial Plan – NA
    - City Auditor Communications - NA
  - Summer Youth Employment Program – Update
  - Aquatics – NA
    - Christian’s Law – NA
  - Recreation Worcester - NA
  - Holiday Tree – December 1, 2023 @ 4:00 PM
  - 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



The City of  
**WORCESTER**

Department of Public Works & Parks  
Parks, Recreation & Cemetery Division  
50 Officer Manny Familia Way, Worcester, MA 01605  
P | 508-799-1190 F | 508-799-1293  
parks@worcesterma.gov

## **PARKS AND RECREATION COMMISSION MEETING**

Thursday October 26, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

Virtual with Teams

## **ASSISTANT COMMISSIONER'S REPORT**

**GENERAL**





## Public Meeting Invitation



The City of  
**WORCESTER**

**City of Worcester DPW & Parks ;**

**Parks, Recreation & Cemetery Division**

**Place: Parks & Recreation Commission  
Meeting - Room A\*\*\*  
50 Officer Manny Familia Way  
Worcester, MA 01605**

If you choose to use the Microsoft Teams platform, you would:

1. go to [www.teams.com](http://www.teams.com)
2. Enter meeting ID #: 269 914 909 179
3. Enter password: 7cqmsu

If you choose to attend via phone:

1. Call 1 -469 -998 - 7682
2. Enter meeting ID#: 699 385 767#

**Date: Thursday, OCTOBER 26, 2023**

**Time: 6:30 PM**

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

## CASTLE PARK PROPOSED NAMING OF THE PLAYGROUND

The presentation of the proposed naming of the playground in honor of Barbara Haller. The hearing will conclude with a public question and comment forum. All presented information and subsequent public comments will be synthesized to determine the proposed naming of the facility.

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@worcesterma.gov](mailto:parks@worcesterma.gov) or phone (508) 799-1190 or the City ADA Coordinator at [accessibility@worcesterma.gov](mailto:accessibility@worcesterma.gov). Call (508) 799-1294 in the event of severe weather, and for up-to-date meeting status.



June 19, 2023

*Petition To the Worcester Parks Department and Parks Commission,*

*On behalf of the undersigned names, we are petitioning the Worcester Parks and Recreation Commission to authorize the naming of the playground in Castle Park after former city councilor and community leader Barbara Haller. Barbara Haller was a remarkable community and civic leader who spent more than three decades fighting to improve the quality of life for the residents of Main South and all the city's neighborhoods.*

*Barbara was born on November 1, 1948, in Schenectady, NY. After spending time in Chicago in the Volunteers in Service to America (VISTA) program, she moved to Holland, Massachusetts with her partner and their two children. While there, she graduated from Worcester Polytechnic Institute, attaining a Bachelors of Science degree in electrical engineering, and was one of the first female engineers to attain the rank of supervisor at National Grid.*

*From 1988 to 2003, she was co-owner of Gilrein's, a blues club in the Main South neighborhood of Worcester. First as business owner, and then in 1994 as resident, she became increasingly involved in the Main South community. She was a leader in the Beacon Brightly Coalition that worked to improve Main South Worcester and earned a reputation as a hands-on leader who led numerous community clean-up and service projects.*

*As a resident of Castle Street, she led the effort to reclaim and rebuild Castle Park which had fallen into disrepair and had been largely abandoned by the city. Starting in the early 1990's, she organized efforts to renovate the park with the assistance of the Massachusetts National Guard, the Regional Environmental Council, and community volunteers. Over the next 30 years her advocacy and partnership with the city resulted in the rebuilding of the park that included the building of basketball courts, the installation of the multi-purpose soccer court, and a community playground. She was also a tireless champion and protector of the park, helping coordinate park clean-ups on Earth Day, organizing cookouts after and working with the Worcester Police Department to keep the park safe for residents. She dedicated countless hours of personal time monitoring, cleaning, and caring for the park. She was often seen in the mornings picking up litter, sweeping broken glass, and talking to visitors who were sitting at the picnic tables. She often held cook-outs, inviting residents to enjoy the park with their families for food and play. She encouraged positive use of the park such as sponsoring events with Preservation Worcester to tell the history of the park*

*with people dressed in period costumes. She also worked with community organizations in the neighborhood including the Main South CDC, Family Health Center, and staff at Community HealthLink to encourage positive behavior in the park.*

*Barbara was elected District 4 Councilor on the Worcester City Council in 2001 and served on the council for 10 years. In this role she was a tireless champion for the city's parks and playground, especially for the parks in District Four. She led efforts to rebuild parks in her district including Crompton, University, and Castle Park, as well as others throughout the city. On the council she was also a passionate advocate for the city's neighborhoods, working with officials to address housing, safety, and quality of life issues. She also was a strong advocate for the city's growing refugee population and for small business owners.*

*Beyond her service on the City Council, Barbara served as a leader of the board of directors of the Main South Community Development Corporation, as a member of the Central YMCA Committee and later served on the Worcester License Commission. She was also a strong supporter of the Regional Environmental Council, the Worcester Tree Initiative, Family Health Center of Worcester, and the Neighborhood Strings music program.*

*We believe that renaming the playground at Castle Park would be a fitting memorial to Barbara's remarkable career in public service and advocacy for the park. The Barbara Haller Memorial Playground at Castle Park would honor and memorialize Barbara's commitment to children, her ability to connect with them, and the ways that she fought to create a neighborhood with spaces where children could play. Those who knew and loved Barbara know how she cared for the circle of children in her neighborhood, how she nurtured their intelligence and creativity, and how she gave them and their families love and sustenance.*

*We believe that recognizing Barbara in the naming of this playground will serve to remind the City of Worcester of its commitment to all of our city's children, to maintaining green spaces in all parts of the city, to building and creating access to safe and affordable housing, and to building a city that centers the needs of children above the needs of those already empowered.*

*Thank you.*

Joe	O'Brien	[REDACTED]	Worcester	MA	1610	J [REDACTED]
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Lisa	Weinberg	[REDACTED]	Worcester	MA	1610	[REDACTED]
Casey	Starr	[REDACTED]	Worcester	MA	1602	[REDACTED]
Annie	Cohn	[REDACTED]	Worcester	MA	1602	[REDACTED]
Deborah	Packard	[REDACTED]	Worcester	MA	1609	[REDACTED]
Tim	Murray	[REDACTED]	Worcester	MA	1610	[REDACTED]
Peggy	Middaugh	[REDACTED]		NJ	8759	[REDACTED]
Frances	Anthes	[REDACTED]	Worcester	MA	1609	[REDACTED]
Brenda	Jenkins	[REDACTED]	Worcester	MA	1610	[REDACTED]
Fred	Taylor	[REDACTED]	Worcester	MA	1604	[REDACTED]
Kasey	Poulin	[REDACTED]	Worcester	MA	1602	[REDACTED]
Steve	Fischer	[REDACTED]	Worcester	MA	1602	[REDACTED]
Steve	Murphy	[REDACTED]	Worcester	MA	1603	[REDACTED]
Stacie	Brimmage	[REDACTED]	Worcester	MA	1610	[REDACTED]
Judith	Kirk	[REDACTED]	Worcester	MA	1610	[REDACTED]
Charles	Washburn	[REDACTED]	Worcester	MA	1609	[REDACTED]
Matthew	Bansfield	[REDACTED]	Brookfield	MA	01506	[REDACTED]
Robert	Scott	[REDACTED]	Worcester	MA	01610	[REDACTED]
Grace	Sliwoski	[REDACTED]	Worcester	MA	1602	[REDACTED]
Sabrina	Pena	[REDACTED]	Worcester	MA	1609	[REDACTED]
Terra	Oliveira	[REDACTED]	North Brookfield	MA	1535	[REDACTED]
Mary	Knittle	[REDACTED]	Worcester	MA	1606	[REDACTED]
Joan	Herlihy	[REDACTED]	Worcester	MA	1606	[REDACTED]
Bob	Knittle	[REDACTED]	Worcester	MA	1606	[REDACTED]
Ellen	Bansfield	[REDACTED]	Worcester	MA	01610	[REDACTED]
Kevin	OSullivan	[REDACTED]	Worcester	MA	1609	[REDACTED]
Maritza	Cruz	[REDACTED]	Worcester	MA	1605	[REDACTED]
Dignora	Acevedo	[REDACTED]	Worcester	MA	1610	[REDACTED]



## Public Meeting Invitation



The City of

# WORCESTER

**City of Worcester DPW & Parks ;**

**Parks, Recreation & Cemetery Division**

**Place: Parks & Recreation Commission**

**Meeting - Room A \*\*\***

**50 Officer Manny Familia Way  
Worcester, MA 01605**

if you choose to use the Microsoft Teams platform, you would:

1. go to [www.teams.com](http://www.teams.com)
2. Enter meeting ID #: 269 914 909 179
3. Enter password: 7cqmSU

if you choose to attend via phone:

1. Call 1 - 469 - 998 - 7682
2. Enter meeting ID#: 699 385 767#

**Date: Thursday, OCTOBER 26, 2023**

**Time: 6:30 PM**

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

## VERNON HILL PARK

## PROPOSED NAMING OF THE SOFTBALL FIELD

The presentation of the proposed naming of the softball field in honor of Bob Rousseau. The hearing will conclude with a public question and comment forum. All presented information and subsequent public comments will be synthesized to determine the proposed naming of the facility.

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@worcesterma.gov](mailto:parks@worcesterma.gov) or phone (508) 799-1190 or the City ADA Coordinator at [accessibility@worcesterma.gov](mailto:accessibility@worcesterma.gov). Call (508) 799-1294 in the event of severe weather, and for up-to-date meeting status.





[REDACTED]

---

**From:** sheri dumas [REDACTED]  
**Sent:** Thursday, August 10, 2023 7:51 AM  
**To:** [REDACTED]  
**Subject:** Bob Rousseau

**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.

Sent from my iPhone

Begin forwarded message:

**From:** Sheri Dumas [REDACTED]  
**Date:** August 9, 2023 at 11:07:13 PM EDT  
**To:** sheri dumas [REDACTED]  
**Subject:** Bob Rousseau

To Whom it May Concern,

According to the Worcester Parks and Recreation Commission Bylaws, Section III, Number 5 states that, "No facility shall be named for a living person." However, it also states that "exceptions may be considered when exceptionally outstanding volunteer efforts which directly benefit parks department facilities and/or parks and recreation programs would so justify." I am writing to ask you to consider naming the softball field at Vernon Hill Park for someone who is an exception to that rule, Bob Rousseau.

This year, Bob turns 70 years old and with that will log his 60th year as a Little League Volunteer. Since the age of 10, Vernon Hill Park has held a special place in his heart. He assisted his father and uncle in building the initial structure at the baseball field as well as adding additions, and rebuilding after a fire in the early 1990's. After being blessed with daughters, he set his sights on the softball field. This field was anything but great - the outfield was uphill, and the infield was better meant for mud wrestling until it dried out in early August. One year, he spent hours upon hours hand digging a trench around the infield to help with the drainage. After the field was finally renovated in the early 2000's, nobody played on it for two years. As ADA for District 4 Little League Softball, he took over the field and brought softball back to Vernon Hill, including hosting both the Big League and Senior Softball East Regional Tournaments. To this day, he continues to work tirelessly on this field. People often comment on the time he spends on the tractor, mowing the outfield, and dragging the infield. His joy comes from watching the smiles of the girls who are so excited to play on such a beautiful field. There isn't anyone more hard working, dedicated and deserving than Bob. He has literally put blood, sweat and tears into this field and now with your help, I'd love to put his name on it as well.

Thank you so much for your consideration,

11/11/11

11/11/11

11/11/11

11/11/11

11/11/11

## Public Meeting Invitation



The City of

# WORCESTER

**City of Worcester DPW & Parks ;**

**Parks, Recreation & Cemetery Division**

**Place: Parks & Recreation Commission**

**Meeting - Room A\*\*\***

**50 Officer Manny Familia Way  
Worcester, MA 01605**

if you choose to use the Microsoft Teams platform, you would:

1. go to [www.teams.com](http://www.teams.com)
2. Enter meeting ID #: 269 914 909 179
3. Enter password: 7cqmsu

if you choose to attend via phone:

1. Call 1 -469 - 998 - 7682
2. Enter meeting ID#: 699 385 767#

**Date: Thursday, OCTOBER 26, 2023**

**Time: 6:30 PM**

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

## HOLMES FIELD PROPOSED NAMING OF THE PLAYGROUND

The presentation of the proposed naming of the playground in honor of Gordon Hardgrove. The hearing will conclude with a public question and comment forum. All presented information and subsequent public comments will be synthesized to determine the proposed naming of the facility.

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@worcesterma.gov](mailto:parks@worcesterma.gov) or phone (508) 799-1190 or the City ADA Coordinator at [accessibility@worcesterma.gov](mailto:accessibility@worcesterma.gov). Call (508) 799-1294 in the event of severe weather, and for up-to-date meeting status.





The City of  
**WORCESTER**

**CANDY MERO-CARLSON**  
District 2 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

August 15, 2023

I am writing to express my support for the playground at Holmes Field to be named after Gordon Hargrove, a man whose dedication and selfless contributions have profoundly impacted countless lives in our city.

Gordon Hargrove's legacy is one that reverberates throughout Worcester. For over six decades, his commitment to fostering a positive and nurturing environment for our community's youth has been nothing short of inspirational. His journey began as a youth leader at Friendly House in 1957, where he embarked on a path of service that would forever shape the lives of those he touched.

As the director of Friendly House since 1965, Gordon Hargrove has been a steadfast pillar of support for individuals and families facing numerous challenges. From addressing issues of drug and alcohol addiction to providing aid for the homeless and combating food insecurity, his tireless efforts have transformed Worcester into a better place for everyone. The scope of his impact extends to vital areas such as childcare, after-school programs, and sports leagues, all of which have given our city's children opportunities for growth, development, and a sense of belonging.

Gordon Hargrove's approach to community service is unparalleled. His genuine concern for others, coupled with an unwavering willingness to extend a helping hand, has left an indelible mark on Worcester. His motto of "What can I do?" and "How can I help?" embodies the spirit of compassion and selflessness that we should all strive to emulate.

As Gordon Hargrove has entered a well-deserved retirement, it is only fitting that we honor his legacy in a manner that befits his contributions. Naming the playground at Holmes Field after him would serve as a lasting tribute and a reminder of the positive impact one individual can have on an entire community. It would also stand as an inspiration for future generations to engage in acts of kindness and service, perpetuating the values that Gordon has exemplified throughout his life.

I sincerely hope you will consider this proposal with the depth of significance it merits. By naming the playground at Holmes Field after Gordon Hargrove, we not only commemorate his remarkable journey but also ensure that his legacy continues to inspire and uplift generations to come.

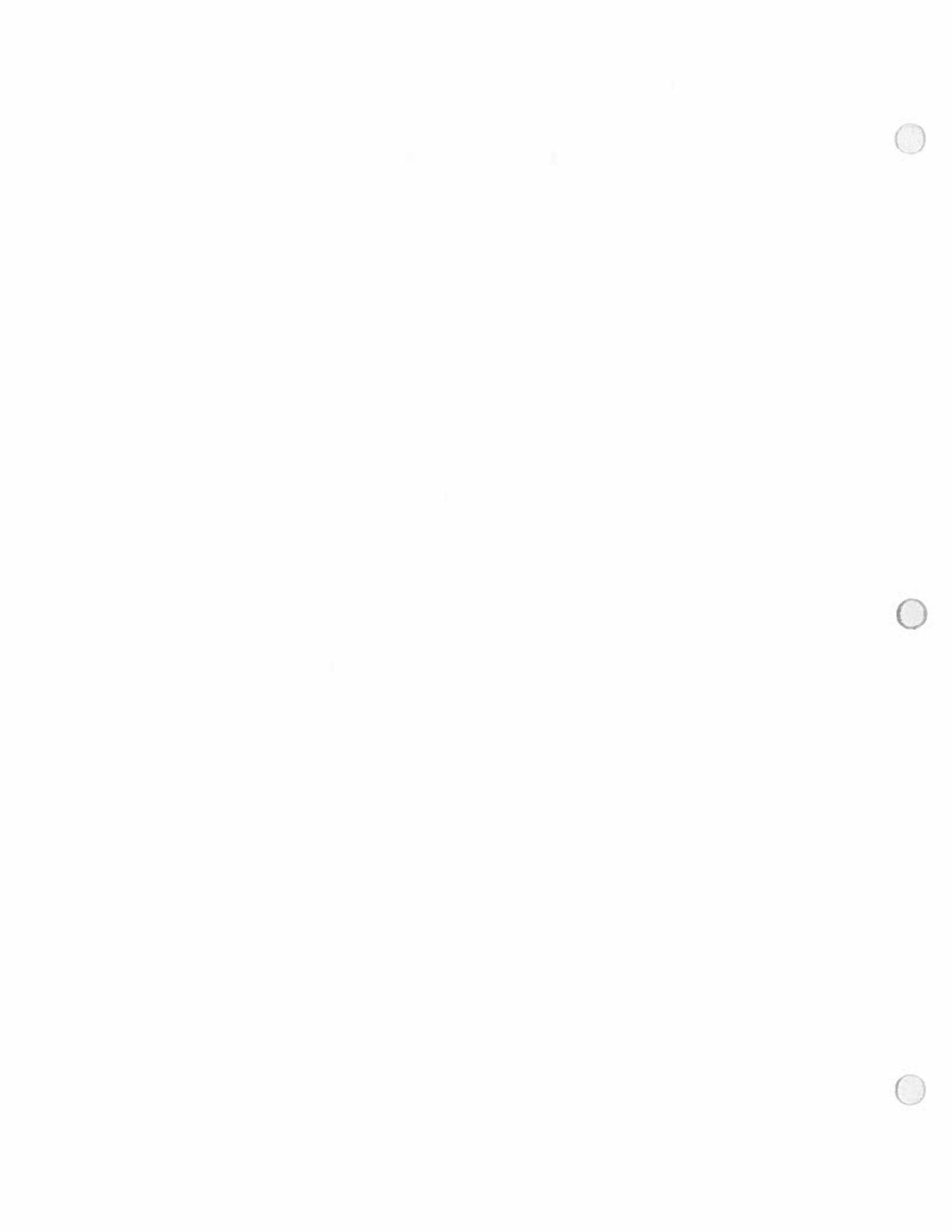
Thank you for your time and consideration. I look forward to witnessing Gordon Hargrove's name forever associated with a place that embodies the spirit of community and growth.

Sincerely,

Candy F. Mero-Carlson

Worcester City Councilor – District 2

Room 310, City Hall ■ 455 Main Street ■ Worcester, Massachusetts 01608-1889  
Telephone (508) 799-1049 ■ Fax (508) 799-1194  
E-Mail: [Mero-CarlsonC@worcesterma.gov](mailto:Mero-CarlsonC@worcesterma.gov)





**Worcester Parks Permit**

**For emergencies please contact Worcester Parks Security at (508) 612-1121 or email [parkssecurity@worcesterma.gov](mailto:parkssecurity@worcesterma.gov)**

Reservation ID: **01545489**

**Harolyn Castillo**  
[REDACTED]

**Worcester, MA 01602**  
[REDACTED]  
[REDACTED]

**Use: World of Foods**

**Elm Park**

Reservation Total: **605.00**

Amount Due: **480.00**

Amount Paid: **125.00**

- 1. 10/28/2023 12:00 PM – 10/28/2023 8:00 PM**  
Line Description: **Food Trucks/food tent event**  
Group Size: 1
- 2. 10/29/2023 12:00 PM – 10/29/2023 8:00 PM**  
Line Description: **rain date**  
Group Size: 1

**DISCLAIMERS**

Any use of amplified sound system or other noise 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. The 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 can not be thrown / dumped into any park or park container.



### Worcester Parks Permit

- 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 the 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
- 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





#### Worcester Parks Permit

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.

#### ADDITIONAL POLICIES FOR THE USE OF THE COMMON

32) 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.

33) 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.

**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



# The City of WORCESTER

Department of Public Works & Parks

Department of Public Works & Parks  
Parks, Recreation & Cemetery Division  
50 Officer Manny Familia Way, Worcester, MA 01605  
P | 508-799-1190 F | 508-799-1293  
parks@worcesterma.gov

## 2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: ELM Park Today's Date: 6-27-23  
Name of Your Organization: World of foods Website: [REDACTED]  
Name of Applicant: Harolyn Castillo Email: [REDACTED]  
Address: [REDACTED] City: Worcester State: MA Zip: 01602  
Cell Phone#: [REDACTED] Alternate Phone #: \_\_\_\_\_

Event Date: 10-28-23 Rain Date: \_\_\_\_\_ Start Time: 2pm End Time: 7pm  
Set up Date & Start time: 12pm Breakdown Date & End Time: 8pm

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: 12 + 15 food Trucks - or tents parked on the side of Russell st, approximate 500 to 500 expected participants  
available parking on Spyridon Church - (permit by church)

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

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.

[wpdpaydetailofficeemailist@worcesterma.gov](mailto:wpdpaydetailofficeemailist@worcesterma.gov) - 508-799-8686

Will this event require Police Supervision?  Yes  NO If Yes, number of Officers: 2

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: [Signature] Date: 6/27/2023

Initials: HC

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 : \_\_\_\_\_  
\* All events with portable restroom must have a minimum of 1 accessible unit in each cluster.  
\* Each accessible until 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, 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. *Food Vendor / Food Trucks*
- 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: 15 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.
- 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: HT

**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](mailto: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 1<sup>st</sup> 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: HC

**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.

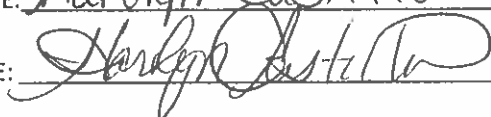
The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

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: Harolyn Castillo DATE: \_\_\_\_\_  
SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: HC

## 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: HC



## 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-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 set 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 withing 45 days of the invoice date.

Initials: HC



Newton Hill

Doherty Memorial High School

Elm Park

Saint Spyridon Greek Orthodox Cathedral

World of Parks - Worcester  
OCT 28 - Worcester  
Rain Date 29

2D





The City of  
**WORCESTER**  
Department of Public Works & Parks

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.

Topics to include: Requests to serve alcohol at the Worcester Common  
The DPW & Parks, Parks & Recreation Division has received a request/requests to serve alcoholic beverages at the Worcester Common as part of a special event. We are cordially inviting you to attend this meeting, as this presentation will be followed by an open public discussion/question and comments period to allow the Parks and Recreation Commission to better understand and ascertain the impact to the neighbors, citizens and organizations that currently use the facility.

**Parks & Recreation Commission Meeting**  
**Date: October 26, 2023 Time: 6:30 PM**  
In person Meeting  
Meeting Room A—50 Officer Manny Familia Way, Worcester, MA

# INVITE

**For Virtual:** Go to [www.teams.com](http://www.teams.com)  
Click the "join" button on the top right side of the screen  
Enter Meeting ID#: 296 914 909 179  
Enter Passcode: 7cqmSU

**If you choose to call for audio only:**  
Call 1-469-998-7682  
Phone conference ID#: 699 385 767#

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@worcestermma.gov](mailto:parks@worcestermma.gov) or phone (508) 799-1190 or the City ADA Coordinator at [disabilities@worcestermma.gov](mailto:disabilities@worcestermma.gov).





*Requesting to serve alcohol*

**2023 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of Requested Facility: Worcester Common Today's Date: 09/12/2023

Name of Your Organization: City of Worcester Website: www.worcesterma.gov

Name of Applicant: Yaffa Fain Email: fainy@worcesterma.gov

Address: 455 Main Street City: Worcester State: MA Zip: 01608

Cell Phone#: [REDACTED] Alternate Phone #: 508-799-1400 ext. 31415

Event Date: 12/01/2023 Rain Date: \_\_\_\_\_ Start Time: 4:30 pm End Time: 9:00 pm

Set up Date & Start time: 12/01/2023 8am-4:30pm Breakdown Date & End Time: 8pm-10pm

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: Annual Festival of Lights celebration: ice skating, live performances, tree lighting, food trucks, fire dancers, tent with Alcohol

Have you ever had a similar permit?  YES  NO Estimated amount of people to attend: 5000

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.

[wpdpaydetailofficeemallist@worcesterma.gov](mailto:wpdpaydetailofficeemallist@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: YF

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

- | Yes                                 | No                                  |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 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.)             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Will you be renting portable restrooms? Please provide information on company : _____<br>* All events with portable restroom must have a minimum of 1 accessible unit in <del>each</del> <b>each cluster</b> .<br>* Each accessible unit must be placed with entrance facing an accessible surface/walkway.                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 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.)<br>If using a multi-media/sound company, please provide name & phone number: _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 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.)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 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.                                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 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.)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Will you be using Tents? (All tents must be <b>stake-less</b> . A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for Contact Information.)<br>Size of Tents: _____ Number of Tents: _____ Tent Company Name: _____  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Will there be any inflatable devices/bouncy houses? (All devices must be <b>stake-less</b> , and approval will be based on current public health guidance. Company: _____  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4)  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 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.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 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: YF

**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](mailto: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 1<sup>st</sup> 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: YF



**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: Yaffa Fain DATE: 09/12/2023

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_

Initials: YF

**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: YF

## 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-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.

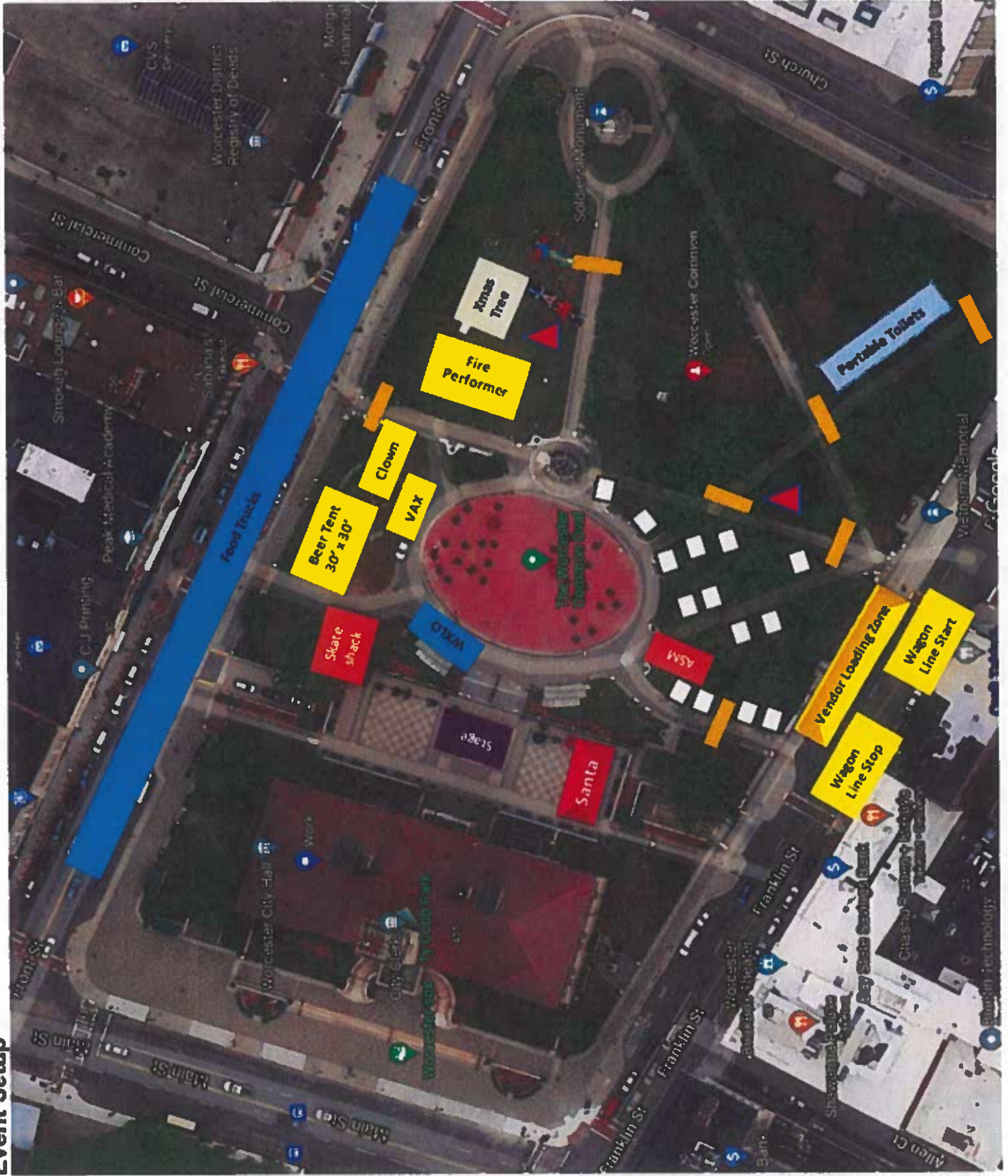
**ADMINISTRATIVE CHARGE:** A \$125.00 Administrative fee is included in the permit fee to cover staff, secretarial costs, office supplies, mailings, utility costs, etc. An additional \$125.00 fee will be charged for any changes made to your permit that have been finalized.

**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 set 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 withing 45 days of the invoice date.

Initials. YF

# Event Setup







**2023 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of Requested Facility: Worcester Common Today's Date: 4/28/23  
 Name of Your Organization: HHS - DYD Website: https://www.worcesterma.gov/youth-opportunities  
 Name of Applicant: Jeury Abreu Email: Abreuj@Worcesterma.gov  
 Address: 128 Providence St. City: Worcester State: MA Zip: 01604  
 Cell Phone#: [REDACTED] Alternate Phone #: \_\_\_\_\_  
 Event Date: 10/28/23 Rain Date: 10/29/23 Start Time: 10am End Time: 4pm

Set up Date & Start time: 10/28/23 9am Breakdown Date & End Time: 10/28/23 4pm

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: Celebrate an important cultural Latino/a/e tradition of remembrance (celebrated across several Latin American countries) and give voice to the disparities Latino/a/e have faced during the pandemic in Worcester.

Have you ever had a similar permit?  YES  NO Estimated amount of people to attend: 2000

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.

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: \_\_\_\_\_

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

- | Yes           | No            |  |
|---------------|---------------|--|
| <u>X</u>      | <u>      </u> | Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)   |
| <u>X</u>      | <u>      </u> | 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.)             |
| <u>X</u>      | <u>      </u> | Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)  |
| <u>      </u> | <u>X</u>      | Will you be renting portable restrooms? Please provide information on company : _____<br>* All events with portable restroom must have a minimum of 1 accessible unit in each cluster.<br>* Each accessible unit must be placed with entrance facing an accessible surface/walkway.  |
| <u>X</u>      | <u>      </u> | 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.)<br>If using a multi-media/sound company, please provide name & phone number: _____ |
| <u>      </u> | <u>X</u>      | 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.)   |
| <u>X</u>      | <u>      </u> | 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.                                      |
| <u>      </u> | <u>X</u>      | 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.)  |
| <u>X</u>      | <u>      </u> | Will you be using Tents? (All tents must be <b>stake-less</b> . A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for Contact Information.)<br>Size of Tents: _____ Number of Tents: _____ Tent Company Name: _____  |
| <u>X</u>      | <u>      </u> | Will there be any inflatable devices/bouncy houses? (All devices must be <b>stake-less</b> , and approval will be based on current public health guidance. Company: _____  |
| <u>X</u>      | <u>      </u> | Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.  |
| <u>      </u> | <u>X</u>      | Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4)  |
| <u>X</u>      | <u>      </u> | 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.  |
| <u>      </u> | <u>X</u>      | 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: JA



**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](mailto: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 1<sup>st</sup> 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: JA

**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: Jeury Abreu DATE: 5/1/23

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_

Initials: JA

## 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: \_\_\_\_\_

## 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 **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 set 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 withing 45 days of the invoice date.

JA

Initials: \_\_\_\_\_



**PARKS AND RECREATION COMMISSION**

**Effective 7-18-23**

**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**

<b>Erin Zamarro</b>	Original Appointment:	2-2-21
	Reappointment Date:	5-23-23
	Expiration Date:	<b>4-30-26</b>
	District:	1
<b>Eric Stratton</b>	Original Appointment:	7-19-22
	Reappointment Date:	
	Expiration Date:	<b>4-30-25</b>
	District:	1
<b>Eric Goldstein</b>	Original Appointment:	5-29-18
	Reappointment Date:	4-27-21
	Expiration Date:	<b>4-30-24</b>
	District:	5
<b>Natalie Turner</b>	Original Appointment:	1-5-20
	Reappointment Date:	7-18-23
	Expiration Date:	<b>4-30-26</b>
	District:	5
<b>Brian Dardy</b>	Original Appointment:	12-13-22
	Reappointment Date:	
	Expiration Date:	<b>4-30-25</b>
	District:	2
<b>Nick Chacharone</b>	Original Appointment:	7-19-22
	Reappointment Date:	
	Expiration Date:	<b>4-30-25</b>
	District:	1
<b>Kevin Githiari</b>	Original Appointment:	8-22-23
	Reappointment Date:	
	Expiration Date:	<b>4-30-26</b>
	District:	2





Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023sep25015230

Attachment for Item #

8.2 A

October 3, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

In accordance with Sections 3 – 7 of Chapter 44B MGL, and Revised Ordinances of 2015, Part Two, Organization of City Agencies, Article III, Section 19, I wish to notify your Honorable Body that I have appointed the following individuals to the Community Preservation Committee, subject to City Council confirmation.

#### APPOINTMENT

District 1     ADWANI, Monica  
(Term to end on September 1, 2026)

District 1     STRATTON, Eric (Parks Commission Delegate)  
(Term to end on September 1, 2024)

Worcester Residents

Respectfully submitted,

Eric D. Batista  
City Manager

**COMMUNITY PRESERVATION COMMITTEE**

**Effective 10/3/23**

**FUNCTION:** The Community Preservation Committee is to develop and update a Community Preservation Plan that will guide its funding recommendations to the City Manager and the City Council.

**CLASSIFICATION:** Executive

**CREATED BY:** Sections 3 - 7 of Chapter 44B MGL, and Revised Ordinances of 2015, Part Two, Organization of City Agencies, Article III, Section 19.

**MEMBERSHIP:** NINE (9) members, including five (5) statutorily required members - delegates from Planning Board, Conservation Commission, Historical Commission, Parks Commission, and Worcester Housing Authority, as well as four (4) at large members appointed by the City Manager

**AND CONFIRMED BY CITY COUNCIL**

**TERM:** Three (3) years

**SPECIAL REQUIREMENTS:** None

**ROSTER**  
**AT Large CM**  
**1 year**

Original Appointment:  
Reappointment Date:  
Expiration Date:  
District:

**Barry Fradkin**  
2 years

Original Appointment: 7-18-23  
Reappointment Date:  
Expiration Date: **9-1-25**  
District: 3

**Frank Callahan**  
2 years

Original Appointment: 7-18-23  
Reappointment Date:  
Expiration Date: **9-1-25**  
District: 4

**Monica Adwani**  
3 years

Original Appointment: 10-3-23  
Reappointment Date:  
Expiration Date: **9-1-26**  
District: 1

**Edward Moynihan**  
Planning Board (3 years)

Original Appointment: 7-18-23  
Reappointment Date:  
Expiration Date: **9-1-26**  
District: 1

**Joseph Charpentier**  
Conservation Commission (1 year)

Original Appointment: 8-22-23  
Reappointment Date:  
Expiration Date: **9-1-24**  
District: 2

**Diane Long**  
Historical Commission (2 years) Original Appointment: 7-18-23  
Reappointment Date:  
Expiration Date: **9-1-25**  
District: 5

**Eric Stratton**  
Parks Commission (1 year) Original Appointment: 10-3-23  
Reappointment Date:  
Expiration Date: **9-1-24**  
District: 1

**Bill Eddy**  
WHA (2 years) Original Appointment: 7-18-23  
Reappointment Date:  
Expiration Date: **9-1-25**  
District: 1

Dear Citizen Advisory Council (CAC) and City Manager Augustus,

I am writing to you to express my interest in serving on one of the city boards or commissions. Specifically, I am expressing my interest in the Parks and Recreation commission. My family and I moved to Worcester in the Fall of 2018 and have spent the last few years (especially during the ongoing COVID-19 pandemic) exploring the numerous parks and green spaces that the city has to offer including (but not limited to) Wetherell, Elm, Beaver Brook, Institute and Cascades Park, as well as Newton Hill, Coe's Pond, and Holmes Field. I have been very please with the numerous improvements we have seen being made across with the facilities especially playground equipment much to my daughter's delight. I am an avid cyclist, runner, hiker, and gardener, and greatly appreciate the varied green spaces the city has to offer.

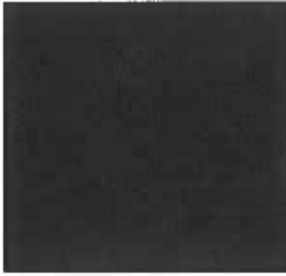
I would like to serve on this commission in order to help promote continued improvements are inclusive, ensure equity across the city, and are forward thinking about the potential environmental impacts related to improvements and policies being put forward by the city. As part of my membership I would aim to visit more city parks to ensure I am considering these issues from an informed perspective, while also getting to experience the wonderful facilities available in Worcester. I thank you for your consideration as I seek to better give back to my community.

Sincerely,

Eric A Stratton



Monica Adwani



8/4/2023

Worcester Redevelopment Authority

Dear Members of the Worcester Redevelopment Authority,

I am writing to express my keen interest in the position as a member of the Worcester Redevelopment Authority. Having carefully reviewed the responsibilities and requirements outlined for this esteemed position, I believe that my background, skills, and passion align perfectly with the goals and objectives of the Authority.

Throughout my career, I have been deeply involved in various urban revitalization projects and initiatives that have helped strengthen local economies and create sustainable growth. My experiences have provided me with a comprehensive understanding of the complexities and challenges associated with our community, as well as the ability to formulate effective solutions and policies.

The prospect of contributing to the growth and development of Worcester, a city with such rich history and potential, truly excites me. I am deeply committed to advancing the city's vision and objectives and believe I can be instrumental in making informed recommendations, reviewing contracts, and approving general plans that will positively impact the properties and projects within the jurisdiction of the WRA.

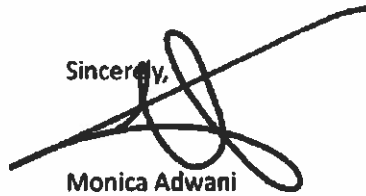
I understand the importance of fostering collaborative relationships among stakeholders, businesses, and the community to ensure the successful implementation of revitalization projects. My ability to communicate effectively and build consensus has been crucial in my past engagements and will continue to be an asset as a member of the Worcester Redevelopment Authority.

Furthermore, I am driven by a genuine desire to give back to my community and contribute to its sustainable growth. My enthusiasm for the continuing development of Worcester is unwavering, and I am eager to utilize my skills and expertise to make a meaningful impact as a member of the Authority.

I am fully committed to dedicating the necessary time and effort to fulfill the duties and responsibilities of this position effectively. If given the opportunity to serve on the Worcester Redevelopment Authority, I assure you that I will bring forth dedication, integrity, and a collaborative spirit to contribute to the betterment of the city.

Thank you for considering my application. I would be honored to further discuss my qualifications and vision for the Worcester Redevelopment Authority during an interview.

Sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the left.

Monica Adwani



Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023sep29022926

Attachment for Item #

8.9 A

October 3, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to an update concerning dog parks, as received from Jay J. Fink, P.E., Commissioner, 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:** October 3, 2023  
**Re:** Dog Park Update

In response to the City Council Order requesting an update on City Council Order 12745 requesting the City Manager provide City Council with an update concerning a previously adopted Order on November 29, 2022, the following is submitted for your review and consideration to forward to the City Council.

The Department of Public Works and Parks has restarted the dog waste stations and trash receptacles at all of the dog parks across the City. The Tacoma Street Playground will also have a dog park upon the park's completion.

The Department of Public Works and Parks has reviewed possible upgrades to existing dog parks including new surfacing and permanently installed play structures at the Beaver Brook and Vernon Hill. Beaver Brook Park is currently the only facility with a surfacing issue which is due to extensive use. Staff have been identifying possible alternatives, but still need to go to the Conservation Commission to review a final proposal, since this facility is within the buffer of a regulated area. As it relates to permanently installed dog park play structures, DPW&P has identified the possibilities of the following amenities: tunnels, fire hydrants (nonoperational), saws, platforms, hill climbs, balance beams, jump hurdles and other climbers. Additionally, are exploring the possibility of installing water bottle fillers at the Beaver Brook and Vernon Hill facilities.



Our current schedule is as follows:

Consultant Contract Development

Oct 2023 – Nov 2023

Design & Permitting

December 2023 – March 2024

Bidding & Award

April 2024

Contract & Mobilization

May 2024

Construction

June 2024 – August 2024

DPW&P will look to include installation of a couple of dog park play structures as weather and supply allow at Vernon Hill in the coming months.

If you have any questions about these matters, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jay J. Fink', with a stylized flourish at the end.

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





Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023sep14043133

Attachment for Item # 9.9 A

September 19, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to an update about implementing a hybrid spray park/ pool at the Tacoma Street Playground, similar to one found at Crompton Park, 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:** September 19, 2023  
**Re:** Tacoma Street Playground

In response to the City Council Order requesting the City Manager provide the City Council an update relative to implementing a hybrid spray park/pool at the Tacoma Street Playground, similar to one at Crompton Park as well as introduce plans for building new City pools and spray parks, the following is submitted for your review and consideration to forward to the City Council as received from Jay J. Fink, Commissioner of Public Works & Parks.

DPW&P currently has two spray parks designed, permitted and in the bidding phase of development located at Tacoma Street Playground and University Park. Once these two facilities are completed, the city will have spray parks at the following locations:

Tacoma Street Playground -	District 1
East Park -	District 2
Greenwood Park -	District 3
University Park -	District 4

The overall design of each includes the following:

- A new three season building that will house restrooms, staff facilities, water recirculating equipment, building mechanical equipment and storage.
- Multiple spray features for a variety of ages
- Accessible walkways to access the site and throughout the new facility
- Development of accessible parking
- Installation of new drainage and storm water management systems

The Tacoma Street Playground Spray Park was identified in an August 10, 2021, memo to the City Council outlining the use of ARPA funding. In this communication it states, "Installation of a spray park (third such facility in the city)". This was reaffirmed in an updated memo from the City Manager to the Council on December 14, 2021. Based on these communications DPW&P submitted the ARPA forms on February 8, 2022, and proceeded with design development, permitting and bidding.

The University Park Spray Park was identified in a January 11, 2022, grant resolution memo outlining the proposal. This project is funded through a National Parks Service, Land & Water Conservation Fund Grant administered by the Commonwealth of Massachusetts, Division on Conservation Services and City of Worcester Tax Levy Capital Improvement Program. Once the grant was awarded, DPW&P proceeded with design development, permitting and bidding.

The current estimated cost for both spray parks as designed is over eight (8) million dollars with bids opening September 22, 2023. DPW&P anticipates that construction will begin later this fall with a completion set for Spring of 2025.

No additional aquatic facility locations have been identified and presently, there is no funding dedicated for that purpose. DPW&P can consider additional aquatic components as well as other park improvements in the FY25 capital budget.

If you have any questions about these matters, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay J. Fink". The signature is fluid and cursive, with a long horizontal stroke at the end.

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

Attachments

# TACOMA STREET PLAYGROUND FACILITY IMPROVEMENTS



5-12 PLAY AREA  
2-5 PLAY AREA  
FLAG POLES  
ENTRY PLAZA  
GATHERING LAWN  
SHADE SHELTER

DOG PARK  
TERRACED SEATING  
SPLASH PAD  
SUPPORT BUILDING  
SHADE STRUCTURES  
EXPANDED PARKING

MULTI-USE RECTANGULAR FIELD  
SPECTATOR SEATING  
SCOREBOARD  
STREET-EDGE IMPROVEMENTS



CONCEPTUAL DESIGN



# TACOMA STREET PLAYGROUND OPTION A



# TACOMA STREET PLAYGROUND OPTION B





# TACOMA STREET PLAYGROUND FACILITY IMPROVEMENTS



TACOMA STREET PLAYGROUND FACILITY IMPROVEMENTS	
Multi-Use Synthetic Turf Rectangular Field, Sports Lighting, Spectator Seating, Scoreboard	\$2,250,000.00
Aquatic Splash Pad with a recirculating system, shade shelter, support building with restrooms, first aid and staff area.	\$3,750,000.00
•Entry plaza, gathering area, shade shelter, flag poles and dog park	
•Renovated and expanded parking area with lighting, street edge improvements	
Playground with specific 2-5 & 5-12 play areas	\$500,000.00
FUNDING	
National Park Service: Land & Water Conservation Fund -- Outdoor Recreation Legacy Partnership	\$1,000,000.00
American Rescue Plan Act	\$5,500,000.00

# University Park

## Gates Street Splash Pad Exhibit





Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023aug30040623

Attachment for Item #

11.9 A

September 12, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to an update concerning the status of the Harrington Field Master Plan, 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



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**To:** Eric D. Batista, City Manager  
**From:** Jay J. Fink, P.E., Commissioner of Public Works and Parks  
**Date:** September 12, 2023  
**Re:** Harrington Field Master Plan Update

In response to the City Council Order requesting the City Manager request the Commissioner of Public Works and Parks provide City Council with an update concerning the status of the Harrington Field Master Plan, the following is submitted for your review and consideration to forward to the City Council for their review.

The Harrington Field Master Plan was approved by the Parks & Recreation Commission on October 1, 2015, and by the City Council on February 23, 2016. The master plan is available on the city website @ [City Parks | City of Worcester, MA \(worcesterma.gov\)](http://City Parks | City of Worcester, MA (worcesterma.gov)) under Master Plans.

The overall master plan includes the following:

- A complete redesign of the existing Little League softball field including reorientation of the field, dugouts, new fencing, new infield, and extension of the field to make it meet current standards.
- A new playground located at the corner of Franklin Street & Harrington Way
- A renovated playground on Franklin Street
- Installation of new Exercise Stations
- Renovations to the Little League Baseball Field including dugouts, new fencing, new infield, and other repairs (Most of this work has been completed)
- Renovations to the T-ball Field
- Accessible walkways throughout the site (some have been completed)
- Development of an open field area
- Striping and upgrades to the existing parking lot
- Installation of new drainage and storm water management systems
- Possible future improvements to the basketball court

There is currently no funding allocated in the Fiscal Year 24 Capital Improvement Program for work associated with the Master Plan at Harrington Field. Additionally, if funding is secured a determination would need to be made on what improvements are most important. Then this funding would be used to complete construction documents, bidding and construction of the improvements.

I have included the approved Master Plan as an attachment to this response, please advise if you have any questions.

Sincerely,

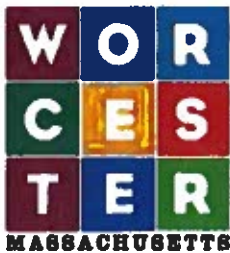


Jay J. Fink, P.E.  
Commissioner of Public Works and Parks

Attachment

# HARRINGTON FIELD MASTER PLAN November 2015

Prepared for:



**City of Worcester**  
**Department of Public Works & Parks**  
**Parks, Recreation & Cemetery Division**  
**50 Skyline Drive**  
**Worcester, MA 01604**

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Prepared by:



33 Waldo Street  
Worcester, MA 01608



# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Robert L. Moylan, Jr., P.E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

(508) 799-1190  
(508) 799-1293 FAX

Michael V. O'Brien, City Manager

## Parks & Recreation Commission Sign-in Sheet May 2, 2013

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
Trump Corridori		HARRINGTON FIELD
LEONARD CIUFFREDO		HARRINGTON FIELD
MARC TROTTO		Harrington Field
Kraig Kikona		Harrington Field
George LaConte		Harrington Field
Madeline C. Martin		Harrington Field
Irma Guarino		Harrington Field
Linda Mulcunny		Harrington Field
Jim Mulcunny		HARRINGTON FIELD
HENRY L MARTIN SR		" "
GARY OLSON		" "
Jennithan Cortes		" "
Michael Cutler		" "



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**Michael V. O'Brien, City Manager**

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**Parks & Recreation Commission  
Sign-in Sheet  
May 2, 2013**

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
Jaci Canall		worc
John Ambrose		worc
LAURE SIMONE		president!
JON TODD		
Kevin Guldin		
Michelle Boutford		
Jennifer Parei		Tom Ash LL Tom Ash U. MT Tom Ash LL
Missy Morris		

**CITY OF WORCESTER**

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**Parks & Recreation Commission  
Sign-in Sheet  
May 2, 2013**

Name

Jeff Calcagni

Michele Bonifard

Item of Interest

Malcahy Field

Tom Ash

**CITY OF WORCESTER**

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**Michael V. O'Brien, City Manager**

**Parks & Recreation Commission  
Sign-in Sheet  
May 2, 2013**

Name

Address

Item of Interest

Marie Perrone

Fran Perrone

Bob Perrone

JONATHAN MILLER

ANNETTE MILLER

Don Perrone

Kate Tromp City Council

Anthony DiPietro

# CITY OF WORCESTER

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Commissioner



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Assistant Commissioner

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Michael V. O'Brien, City Manager

## Parks & Recreation Commission Sign-in Sheet

### June 20, 2013

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
Elaine P. McGrath		Harrington Way Field
Shannon M. Klose		
Kate Downy	City Council	any
George Russell		C. Council

# CITY OF WORCESTER

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Commissioner



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Assistant Commissioner

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Michael V. O'Brien, City Manager

## Parks & Recreation Commission Sign-in Sheet June 20, 2013

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
LEONT CIUFFREDO		HARRINGTON FIELD
Janet D'Amico		CC CC
Anita Corradini		CC CC
Frank Corradini		CC CC
Madeira C. Martin		CC CC
Hervey Martin		CC CC
Dany Olson		CC CC
Jonathan Miller		CC CC
Quetta Miller		CC CC
Greta Miller		CC CC
Bob Pine		CC CC
John Anderson		
Sarah Cancell		

**CITY OF WORCESTER**

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Commissioner



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Assistant Commissioner

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Michael V. O'Brien, City Manager

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**Parks & Recreation Commission  
Sign-in Sheet  
June 20, 2013**

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
DANTE SIMONE		Harrington field
Anthony DiPietro		HARRINGTON
Katarina + Scott Earley		FIELD Harrington Field
Barbara L. Dragos		Institute Park
Michael Cutler		Harrington field

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Commissioner



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Assistant Commissioner

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Michael V. O'Brien, City Manager

## Parks & Recreation Commission Sign-in Sheet June 20, 2013

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
Michelle Bouffard		Tom Ash Fields
Jennifer Pare		Tom Ash Field.
Jeff Calcegni		Tom Ash Field

# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Paul J. Moosey, P.E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

(508) 799-1190  
(508) 799-1293 FAX

Edward M. Augustus, Jr., City Manager

## PARKS AND RECREATION COMMISSION MEETING

### Sign-in Sheet

Thursday, October 1<sup>st</sup> 2015

6:30 p.m.

(PRINT ONLY)

<u>Name</u>	<u>Address/Organization</u>	<u>Item of Interest</u>
1. <u>Kat Campanale</u>	<u>Stack House</u>	
2. <u>John Reed</u>		<u>-Bixiende - Park</u>
3. <u>GARY ROSEN</u>	<u>D-5 CITY COUNCIL</u>	<u>J. BIXIENDA BEACH</u>
4. <u>Linda Mulcahy</u>		<u>Harrington Park</u>
5. <u>Jim Mulcahy</u>		<u>Harrington Park</u>
6. <u>Spencer Pearlstein</u>		<u>Eagle Project</u>
7. <u>Mark Pearlstein</u>		
8. <u>John Stewart</u>		<u>Bixiende Beach</u>
9. <u>Mike Frongillo</u>		<u>Harrington Park</u>
10. <u>Madeline Martin</u>		<u>HARRINGTON PK</u>
11. <u>FRANK CORRIDORI</u>		
12. <u>Anita Camalani</u>		
13. <u>John Ambrose</u>		<u>Harrington PK</u>
14. <u>Darci Carroll</u>		<u>Harrington PK</u>
15. <u>JANET FAZIO</u>		<u>Harrington Park</u>
16. <u>AC MARTIN</u>		" "
17. <u>G OLSON</u>		" "
18. <u>MADLINE MARTIN</u>		" "
19. <u>Annetti + Jan Miller</u>		<u>Wm 01604</u> " "
20. <u>ROGER PATRICK</u>		<u>NEWS DISCS</u>
21. <u>John O'Con</u>		<u>WE 04038</u>



**Master Plan Approved by  
Worcester Parks and  
Recreation Commission  
OCTOBER 01, 2015**

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**Master Plan Approved by  
Worcester  
City Council  
FEBRUARY 23, 2016**

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