



**AGENDA PACKET**

**CITY COUNCIL'S COMMITTEE ON LEGISLATIVE AFFAIRS & ELECTIONS  
THURSDAY, JUNE 13, 2024 6:00 PM**

**EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR  
EVERETT, MA 02149**

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## AGENDA

### CITY COUNCIL'S COMMITTEE ON LEGISLATIVE AFFAIRS & ELECTIONS THURSDAY, JUNE 13, 2024 6:00 PM

EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR  
EVERETT, MA 02149

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#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### UNFINISHED BUSINESS

1. **C0137-24** Ordinance/s/ Councilor Katy L. Rogers

An ordinance requiring all playing fields in Everett to use environmentally sustainable organic grass instead of artificial turf

2. **C0180-24** Order/s/ Councilor Robert J. Van Campen

A order amending the City Council's current remote participation rules for members

3. **C0181-24** Order/s/ Councilor Robert J. Van Campen, Councilor Stephanie V. Smith

An order amending the Everett City Council rule regarding City Council member's actual and necessary expenses

#### ADJOURNMENT

[www.cityofeverett.com](http://www.cityofeverett.com)

(All agendas and reports can be obtained on City of Everett Website)

Respectfully submitted:

**Michael J. Mangan**

Legislative Aide  
Everett City Council Office



C0137-24

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**To:** Mayor and City Council

**From:** Councilor Katy L. Rogers

**Date:** April 8, 2024

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**Agenda Item:**

An ordinance requiring all playing fields in Everett to use environmentally sustainable organic grass instead of artificial turf

**Background and Explanation:**

We recently learned Everett Stadium is due for upgraded turf. The School Committee expressed concerns about artificial turf. It would be beneficial for the city to have a standard in place regarding the use of organic grass so this issue does not have to recur per venue. The City of Everett was recently offered assistance with a new artificial turf. In an effort to exemplify sustainability, it is my hope we can write a letter to the sponsor asking for their consideration in assisting with an organic grass field

**Attachments:**

*This fact sheet introduces some of the considerations that are relevant to evaluating natural grass and artificial turf playing surfaces. For more of TURI's research on artificial turf and natural grass, see [www.turi.org/artificialturf](http://www.turi.org/artificialturf).*

### Principles of toxics use reduction

TURI's work is based on the principles of toxics use reduction (TUR). The TUR approach focuses on identifying opportunities to reduce or eliminate the use of toxic chemicals as a means to protect human health and the environment. Projects to reduce the use of toxic chemicals often have additional benefits, such as lower life-cycle costs.

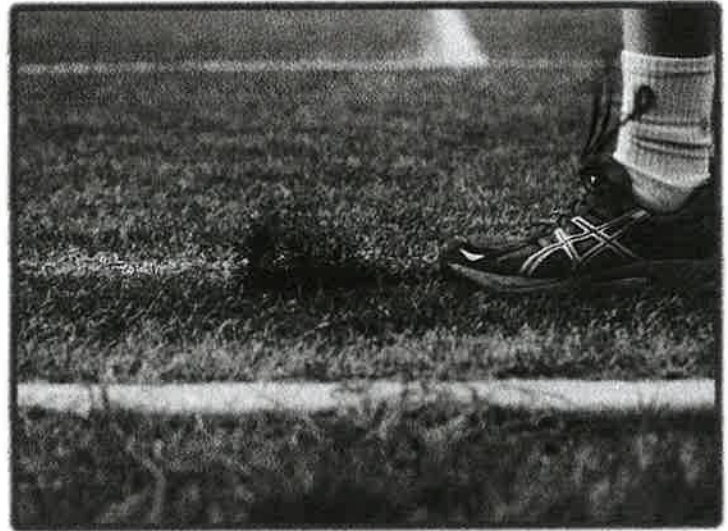
### Children's environmental health

People of all ages benefit from a safe and healthy environment for work and play. However, special concerns exist for children. Children are uniquely vulnerable to the effects of toxic chemicals because their organ systems are developing rapidly and their detoxification mechanisms are immature. Children also breathe more air per unit of body weight than adults, and are likely to have more hand-to-mouth exposure to environmental contaminants than adults.<sup>1</sup> For these reasons, it is particularly important to make careful choices about children's exposures.

### Artificial turf and chemicals of concern

Artificial turf has several components, including drainage materials, a cushioning layer, synthetic grass carpet (support and backing materials and synthetic fibers to imitate grass blades), and infill that provides cushioning and keeps grass carpet blades standing upright. Here, we briefly review issues related to chemicals in synthetic grass carpet and infills.

**Crumb rubber infill made from recycled tires.** Crumb rubber made from recycled tires is widely used as infill. This material is also referred to as styrene butadiene rubber (SBR), or as tire crumb. Many peer-reviewed studies have examined the chemicals present in tire crumb. Tire crumb contains a large number of chemicals, many of which are known to be hazardous to human health and the environment. These include polyaromatic hydrocarbons (PAHs); volatile organic compounds (VOCs); metals, such as lead and zinc; and other chemicals.<sup>2-5</sup> Some of the chemicals found in tire crumb are known to cause cancer.<sup>6-8</sup> Because of the large number of chemicals present in the infill, as well as the health effects of individual chemicals, crumb rubber made from recycled tires is the option that likely presents the most concerns related to chemical exposures.



**Other synthetic infills.** Other synthetic materials used to make artificial turf infill include ethylene propylene diene terpolymer (EPDM) rubber, thermoplastic elastomers (TPE), waste athletic shoe materials, and acrylic-coated sand, among others. These materials also contain chemicals of concern, although the total number of chemicals and/or the concentration of chemicals of concern may be lower in many cases.<sup>5</sup> For more information on chemicals in these materials, see TURI's report, *Athletic Playing Fields: Choosing Safer Options for Health and the Environment*.<sup>9</sup>

**Mineral-based and plant-derived materials.** Other materials used as infill can include sand, zeolite, cork, coconut hulls, walnut shells, olive pits, and wood particles, among other materials. These materials are likely to contain fewer hazardous chemicals than tire crumb, but many of the materials have not been well characterized or studied thoroughly.<sup>5</sup> Some plant-based materials may raise concerns related to allergies or respirable fibers. In addition, zeolite and sand can pose respiratory hazards. Exposure to some types of zeolites may be associated with increased risk of developing mesothelioma, a type of cancer.<sup>10,11</sup> Using zeolite can be considered a regrettable substitution. For sand, it is important to understand the source and type of the material; industrial sand that is freshly fractured or that has been highly processed to contain very small particles can be a respiratory hazard when inhaled.<sup>5</sup>

**Synthetic grass carpet.** Toxic chemicals such as lead are also found in the artificial grass blades in some cases.<sup>6,7</sup> Recent research has identified per- and poly-fluoroalkyl substances (PFAS) in some artificial turf carpet materials. PFAS are a group of chemicals that are highly persistent in the environment. PFAS do not break down under normal environmental conditions, and some can last in the

environment for hundreds of years or longer. As a result, introducing these chemicals into the environment has lasting consequences. Health effects documented for some PFAS include effects on the endocrine system, including liver and thyroid, as well as metabolic effects, developmental effects, neurotoxicity, and immunotoxicity. For more information, see TURI's fact sheet, "Per- and Poly-fluoroalkyl Substances (PFAS) in Artificial Turf Carpet."<sup>12</sup>

## Artificial turf and heat stress

In sunny, warm weather, artificial turf can become much hotter than natural grass, raising concerns related to heat stress for athletes playing on the fields. Elevated surface temperatures can damage equipment and burn skin, and can increase the risk of heat-related illness.<sup>13</sup> Heat-related illness can be a life-threatening emergency. Experts note that athletic coaches and other staff need to be educated about heat-related illness and understand how to prevent it, including cancelling sport activities when necessary.<sup>14,15</sup>

Research indicates that outdoor synthetic turf reaches higher temperatures than natural grass, regardless of the infill materials or carpet fiber type.<sup>13</sup> The Penn State Center for Sports Surface Research measured surface temperature for infill alone, artificial grass fibers, and a full synthetic turf system. The study included several types and colors of infill and fibers. They found that all the materials reached high temperatures than grass when heated indoors (with a sun lamp), or outdoors.

Irrigation can lower field temperature for a short time. A Penn State study found that frequent, heavy irrigation reduced temperatures on synthetic turf, but temperatures rebounded quickly under sunny conditions.<sup>16</sup> Other studies found similar results.<sup>17</sup>

**Approaches to determining safe temperatures for recreational field spaces.** Several methods are available for measuring heat in a play area. It is sometimes necessary to use more than one method in order to determine whether conditions are safe for exercise or play.

One heat metric, Wet Bulb Globe Temperature (WBGT), takes into account ambient air temperature, relative humidity, wind, and solar radiation from the sun. WBGT can help to guide precautions such as rest, hydration breaks, and cancellation of sports activities. However, WBGT may does not take account of field surface temperature.

Another approach is to measure the temperature of the playing field surface itself. One researcher has noted that artificial turf surface temperatures are not captured by either a heat advisory or by wet bulb temperature, and that "elevated risk of heat stress can stem from infrared heating from the ground, regardless of the air temperature." Thus, the researcher suggests, greater caution regarding heat is needed when athletes are playing on artificial turf, "even if the air temperature is not at an otherwise unsafe level."<sup>18</sup>

WBGT is used as the basis for a heat policy adopted by Massachusetts Interscholastic Athletic Association (MIAA) in 2019. This policy requires schools to select a method to monitor heat during all sports related activities, and modify activities as needed to protect student athletes.<sup>19</sup> The MIAA policy does not provide guidelines based on the type of playing surface, and does not take account of surface temperature specifically.

The school board of Burlington, MA has taken additional steps to protect student athletes by ensuring that both WBGT and surface temperature are taken into account.<sup>20</sup> Burlington's policy, "Utilizing Artificial Turf in the Heat," requires use of an infrared heat gun to determine field surface temperature. The policy includes information about the conditions under which athletes may use artificial turf fields and the conditions under which their activities must be moved to grass fields. For example, the policy states that if the National Weather Service issues a Heat Advisory, artificial turf cannot be used for physical education if the air temperature is higher than 85 degrees with humidity 60 percent or more. Under these conditions, only a grass surface may be used. The policy also lays out criteria to be taken into account in determining activity levels. For example, when air temperature is below 82 degrees, activities are permitted on artificial turf up to a surface temperature of 120 degrees, with three water breaks per hour. Above this surface temperature, activities must be moved to a grass field.

## Injuries

Studies show variable outcomes in the rates and types of injuries experienced by athletes playing on natural grass and on artificial turf.<sup>6,21,22</sup> Among recent studies and reviews of studies, several suggest an increase in foot and/or ankle injuries on artificial turf as compared with natural grass<sup>23-25</sup>; several find no difference<sup>26</sup>; and one suggests a possibly lowered risk on artificial turf.<sup>27</sup> All of these studies recommend further evaluation of this question.

One particular concern is increased rates of turf burns (skin abrasions) associated with playing on artificial turf. For example, a study by the California Office of Environmental Health Hazard Assessment found a two- to three-fold increase in skin abrasions per player hour on artificial turf compared with natural grass turf.<sup>6</sup> The study authors noted that these abrasions are a risk factor for serious bacterial infections, although they did not assess rates of these infections among the players they studied.

## Environmental concerns

Environmental concerns include loss of wildlife habitat, migration of synthetic particles into the environment, and contaminated stormwater runoff. A study by the Connecticut Department of Environmental Protection identified concerns related to a number of chemicals in stormwater runoff from artificial turf fields. They noted high zinc concentrations in



stormwater as a particular concern for aquatic organisms. They also noted the potential for leaching of high levels of copper, cadmium, barium, manganese and lead in some cases. The top concerns identified in the study were toxicity to aquatic life from zinc and from whole effluent toxicity (WET).<sup>28</sup> WET is a methodology for assessing the aquatic toxicity effects of an effluent stream as a whole.<sup>29</sup> In addition, scientists have raised concerns about the contribution of artificial turf materials to microplastic pollution.<sup>30-32</sup>

### **Safer alternative: organically managed natural grass**

Natural grass fields can be the safest option for recreational space, by eliminating many of the concerns noted above. Natural grass can also reduce overall carbon footprint by capturing carbon dioxide. Grass fields may be maintained organically or with conventional or integrated pest management (IPM) practices. Organic turf management eliminates the use of toxic insecticides, herbicides and fungicides.

Organic management of a recreational field space requires a site-specific plan to optimize soil health. Over time, a well-maintained organic field is more robust to recreational use due to a stronger root system than that found in a conventionally managed grass field. Key elements of organic management include the following.<sup>33</sup>

- **Field construction:** Construct field with appropriate drainage, layering, grass type, and other conditions to support healthy turf growth. Healthy, vigorously growing grass is better able to out-compete weed pressures, and healthy soil biomass helps to prevent many insect and disease issues.
- **Soil maintenance:** Add soil amendments as necessary to achieve the appropriate chemistry, texture and nutrients to support healthy turf growth. Elements include organic fertilizers, soil amendments, microbial inoculants, compost teas, microbial food sources, and topdressing as needed with high-quality finished compost.
- **Grass maintenance:** Turf health is maintained through specific cultural practices, including appropriate mowing, aeration, irrigation, and over-seeding. Trouble spots are addressed through composting and re-sodding where necessary. Aeration is critical because it makes holes in the soil that allow more air, water and nutrients to reach the roots of the grass and the soil system. Stronger roots make the grass better able to naturally fend off weeds and pests. Aeration also breaks up areas of compacted soil.

**Massachusetts communities investing in organic grass fields.** In Massachusetts, the city of [Springfield](#) and the town of [Marblehead](#) have both been successful in managing athletic fields organically. These communities' experiences are documented in case studies.<sup>34,35</sup> In addition, the Field Fund in Martha's Vineyard has invested in organic maintenance of a number of athletic fields and has documented the process at [www.fieldfundinc.org](http://www.fieldfundinc.org).

### **Installation and maintenance costs: comparing artificial turf with natural grass**

In analyzing the costs of artificial vs. natural grass systems, it is important to consider full life-cycle costs, including installation, maintenance, and disposal/replacement. Artificial turf systems of all types require a significant financial investment at each stage of the product life cycle. In general, the full life cycle cost of an artificial turf field is higher than the cost of a natural grass field.

Cost information is available through university entities, turf managers' associations, and personal communications with professional grounds managers. Information is also available on the relative costs of conventional vs. organic management of natural grass.

**Installation.** According to the Sports Turf Managers Association (STMA), the cost of installing an artificial turf system may range from \$4.50 to \$10.25 per square foot. For a football field with a play area of 360x160 feet plus a 15-foot extension on each dimension (65,625 square feet), this yields an installation cost ranging from about \$295,000 to about \$673,000. These are costs for field installation only, and full project costs may be higher. Costs for a larger field would also be higher.

In one site-specific example, information provided by the town of Natick, Massachusetts shows that the full project budget for the installation in 2015 of a new artificial turf field (117,810 square feet), along with associated landscaping, access and site furnishings, totaled \$1.2 million.<sup>36</sup>

For natural grass, installation of a new field may not be necessary. For communities that do choose to install a new field, costs can range from \$1.25 to \$5.00 per square foot, depending on the type of field selected. For the dimensions noted above, this would yield an installation cost ranging from about \$82,000 to about \$328,000.<sup>37</sup> However, in many cases communities are simply able to improve existing fields.

**Maintenance.** Maintenance of artificial turf systems can include fluffing, redistributing and shock testing infill; periodic disinfection of the materials; seam repairs and infill replacement; and watering to lower temperatures on hot days. Maintenance of natural grass can include watering, mowing, fertilizing, replacing sod, and other activities. Communities shifting from natural grass to artificial turf may need to purchase new equipment for this purpose. According to STMA, maintenance of an artificial turf field may cost about \$4,000/year in materials plus 300 hours of labor, while maintenance of a natural grass field may cost \$4,000 to \$14,000 per year for materials plus 250 to 750 hours of labor.<sup>37</sup>

Springfield, MA manages 67 acres of sports fields, park areas, and other public properties organically. Field management costs in 2018, including products, irrigation maintenance, and all labor costs, were just under \$1,500 per acre across all of the properties.<sup>34</sup>

**Natural grass maintenance: Conventional vs. organic costs.** Organic turf maintenance can be cost-competitive with conventional management of natural grass. One study found that once established, an organic turf management program can cost 25% less than a conventional turf management program.<sup>38</sup>

**Disposal/replacement.** Artificial turf requires disposal at the end of its useful life. STMA estimates costs of \$6.50 to \$7.80 per square foot for disposal and resurfacing.<sup>37</sup> Those estimates yield \$426,563–\$511,875 for a 65,625 square foot field and \$552,500–\$663,000 for an 85,000 square foot field.

Disposal is an increasing source of concern. Used synthetic turf is projected to produce between 1 million and 4 million tons of waste over the next decade, but there is a lack of plans or guidance for its disposal.<sup>39,40</sup> In most cases it cannot be completely recycled, and disposing of it in landfills is expensive and not an industry best practice, according to one article.<sup>39</sup> Used turf that is dumped illegally near a body of water can attract pests, and piles can pose a fire risk.<sup>39</sup>

**Life-cycle costs.** In 2008, a Missouri University Extension study calculated annualized costs for a 16-year scenario. The calculation included the capital cost of installation; annual maintenance; sod replacement costing \$25,000 every four years for the natural fields; and surface replacement of the synthetic fields after eight years. Based on this calculation, a natural grass soil-based field is the most cost effective, followed by a natural grass sand-cap field, as shown in the table below.<sup>41</sup> Another study, conducted by an Australian government agency, found that the 25-year and 50-year life cycle costs for synthetic turf are about 2.5 times as large as those for natural grass.<sup>42</sup>

**Table 1: Comparison of life-cycle costs**

Field type	16-year annualized costs
Natural soil-based field	\$33,522
Sand-cap grass field	\$49,318
Basic synthetic field	\$65,849
Premium synthetic field	\$109,013

Source: Brad Fresenburg, "More Answers to Questions about Synthetic Fields – Safety and Cost Comparison." University of Missouri.

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#2-C0137-24

Government Operations, Public Safety & Public Service Committee  
May 9, 2024

The Committee on Government Operations, Public Safety & Public Service met on Thursday, May 9, 2024 at 6pm in City Council Chambers.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Stephanie Martins, presiding and Councilors Peter Pietrantonio and Holly Garcia. Members absent was Councilor Guerline Alcy Jabouin.

Communication received from Councilor Guerline Alcy Jabouin that she was unable to attend due to a prior commitment.

The Committee considered an Ordinance offered by Councilor Katy Rogers: An Ordinance requiring all playing fields in Everett to use environmentally sustainable organic grass instead of artificial turf. .

Councilor Katy Rogers, the Sponsor was invited but was not present informing the Committee that she was unaware that her item was on tonight's agenda.

The Committee was informed by the Clerk that if the intent was to make this an Ordinance then the matter should be referred to the Legislative Affairs Committee. Councilor Pietrantonio mentioned this days working for the City in caring for the grass in the City's public facilities and noted that it was a lot of work to care and maintain the grass remarking that is was not a fun job. He felt that turf was a good thing and didn't think it would make sense to rip up existing turf areas to replace with natural grass. Councilor Garcia agreed and mentioned the upkeep required to care for grass fields and suggested looking at other alternatives that would be better for the environment and health. Chairperson Martins suggested postponing until Councilor Rogers had an opportunity to discuss her intentions, but Councilor Pietrantonio noted that he was in opposition to the proposal and requested that the matter be referred back to Sponsor.

The Committee voted 2 to 1 with Chairperson Martins opposed: To report back to the City Council with a recommendation to refer back to Sponsor.

Respectfully Submitted,

John W. Burley  
Clerk of Committees



C0180-24

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**To:** Mayor and City Council  
**From:** Councilor Robert J. Van Campen  
**Date:** May 13, 2024

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**Agenda Item:**

A order amending the City Council's current remote participation rules for members

**Background and Explanation:**

**Attachments:**



**CITY COUNCIL .....No. C0180-24**

IN THE YEAR TWO THOUSAND AND TWENTY-FOUR

**AN ORDER AMENDING THE CITY COUNCIL’S CURRENT REMOTE PARTICIPATION RULES FOR MEMBERS**

/s/Councilor Robert J. Van Campen, as President

**Whereas:** The City Council’s current remote participation rule does not include any mention that the city council can only have remote participation of its members in accordance with current state law; and

**Whereas:** The City Council’s current remote participation rule is written from a perspective of all members participating remotely in the same meeting and that will not always be the case.

**Now,** therefore, by the authority granted to the City Council of the City of Everett, Massachusetts by its City Charter to adopt rules regulating its procedures:

**Be it Ordered** by the City Council of the City of Everett, Massachusetts that Rule 7.6 of the Rules of the Everett City Council of Everett be amended as follows:

Rule 7.6 is hereby amended by deleting the current text of the rule in its entirety and replacing it with a new version of the rule as follows:

**RULE 7.6 Remote video participation; conduct and decorum.**

(C0096-21, C00180-24)

- A. Remote video participation by any city councilor shall only be allowed in any meeting of the city council or in meetings of any of its subcommittees in conformance with current state laws.

Unless otherwise allowed by current state law, remote video participation in a city council meeting or meetings of any of its subcommittees shall only be allowed:

1. During a declared state of emergency;
2. If the councilor has a documented medical condition requiring an accommodation for remote video participation;
3. If the councilor has a court order requiring an accommodation for remote video participation; or
4. If the councilor’s physical attendance would otherwise be unreasonably difficult.

**B.** City council members utilizing remote video participation to attend any meeting of the city council or any of its subcommittees shall adhere to the following conduct and decorum requirements:

1. Members shall conduct themselves with the same level of attention and professionalism as if physically present at a meeting in the council chamber.
2. Members shall arrange their devices so that they and their camera are stationary during the meeting to avoid any distracting movement.
3. The background used by the member shall be appropriate.
4. Physical presence of the member on camera shall be required for attendance and active participation.
5. Proper attire for remote video participation shall be in accordance with City Council Rule 35.
6. Member's microphones shall be muted when not speaking to help eliminate feedback and background noise.
7. Members shall avoid interrupting or speaking over others when they are speaking.
8. Members shall seek the attention of the chair if they wish to speak by physically raising their hand, using the "raise hand" feature that is available in the participant panel or some other respectful manner.
9. Members shall eliminate any distracting noises (tv, music, others talking) in the background, especially when their microphone is on.
10. Members shall be attentive and keep their cell phones on silent.
11. Members shall not smoke or consume food or alcohol while on camera.
12. If a member goes off camera or takes a telephone call, the camera must be shut off to avoid distracting other members.
13. No member participating remotely shall be driving or performing any other activity that requires undivided attention.
14. During executive sessions with remote participation:
  - i. Members participating remotely shall keep their cameras on at all times. The meeting chair shall monitor for compliance.
  - ii. The meeting chair shall be responsible to ensure that there are no unauthorized persons present, listening or participating in any way for the entirety of the executive session.

This act shall take effect upon its passage.



A true copy attest

*Sergio Cornelio*

Sergio Cornelio, City Clerk

#4- C0180-24

Legislative Affairs & Election Committee  
May 20, 2024

The Committee on Legislative Affairs & Elections met on Monday, May 20, 2024 at 6pm in the City Council Chambers.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Michael Marchese, presiding, Councilors Stephanie Smith, Stephanie Martins, Katy Rogers and Robert Van Campen, as ex-officio.

The Committee considered an Order offered by Councilor Robert Van Campen, as President: An Order amending the City Council's remote participation rules for members.

David Flood, Legislative Research Specialist was also present.

Councilor Van Campen noted that he had worked with Mr. Flood who drafted the proposal to insure that there were no issues related to remote participation. Mr. Flood informed the Committee that the City Council was currently following State regulations pertaining to remote participation but mentioned that the City Council could make its rules related to remote participation more restrictive. Councilor Van Campen stated that the goal was to set the criteria in which remote participation would be allowed. He informed the Committee that City Solicitor Colleen Mejia had responded to him in an email that the proposed amendments are in compliance with other rules and guidelines and that the City Council can begin implementing them upon passage where the Governor extended remote participation provisions of the open meeting law as only guidance. Councilor Marchese asked if the proposal limits the amount of times that a Councilor could use remote participation and Councilor Van Campen responded that it didn't provide a limitation. Councilor Rogers remarked that she felt that remote participation should come down to a decision of the President and Councilor Martins agreed referencing the vagueness of section A.4 in proposal. Councilor Smith pointed out her previous term in office where she was studying overseas but flew back to be at the meetings and felt that members know in advance when the regular meetings are held and should be present. Councilor Martins responded that she disagreed and felt that the City Council should embrace progress and move with the times. Mr. Flood informed the Committee that he could add a new Section A.5 which would provide exceptions at the discretion of the President. Councilor Smith noted that she has issues with giving the President that discretion. Councilor Marchese mentioned a business trip he had planned only to find out that a special meeting had been scheduled as an example in which the President should use his discretion in allowing remote participation. The Committee suggested that further time be granted to allow Mr. Flood to make the appropriate amendments.

The Committee voted: to grant further time.

Respectfully Submitted,

John W. Burley  
Clerk of Committees





C0181-24

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**To:** Mayor and City Council  
**From:** Councilor Stephanie V. Smith  
**Date:** May 13, 2024

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**Agenda Item:**

An order amending the Everett City Council rule regarding City Council member's actual and necessary expenses

**Background and Explanation:**

**Attachments:**



**CITY COUNCIL .....No. C0181-24**

IN THE YEAR TWO THOUSAND AND TWENTY-FOUR

**AN ORDER AMENDING THE EVERETT CITY COUNCIL RULE REGARDING CITY COUNCIL MEMBER’S ACTUAL AND NECESSARY EXPENSES**

/s/Councilor Stephanie V. Smith

**Whereas:** A recent review of the City Council Rule regarding city council member’s actual and necessary expenses revealed that the rule could use some enhancements to provide better controls and transparency.

**Now,** therefore, by the authority granted to the City Council of the City of Everett, Massachusetts by its City Charter to adopt rules regulating its procedures:

**Be it Ordered** by the City Council of the City of Everett, Massachusetts that Rule 54 of the Rules of the Everett City Council of Everett be amended as follows:

Subsection A.1 of Rule 54 is hereby amended by adding the following phrase at the end of the subsection’s only sentence “ up to the amount appropriated for each member during a fiscal year”; and

Subsection D of Rule 54 is hereby amended by deleting the current text of the subsection in its entirety and replacing it with a new version of the subsection text as follows:

**D. Procedure**  
(C0181-24)

1. In each fiscal year’s city council budget, there shall be a line item established that shall be used exclusively to reimburse city council members’ actual and necessary expenses.
2. During the city annual budget process, the city council may determine and approve an appropriation for the members’ actual and necessary expenses.
3. Once appropriated, the amount established by the city council to be expended for members’ actual and necessary expenses under this rule shall be equally divided by the number of members. No member shall be entitled to an amount in excess of the amount determined by this subsection or an amount in excess of any other member.

4. Members wishing to be reimbursed for their actual and necessary expenses that they have made on their own behalf shall submit monthly an expense report for approval by the council president. No member shall submit more than one report of their expenses to the president each month.
5. Members of the city council staff may make reservations that may generate actual and necessary expenses for city council members. If such reservation requires a reimbursement:
  - a. Reimbursement shall be made from the same line item used to reimburse members for their personal actual and necessary expenses;
  - b. The council staff member who made the reservation shall submit expense reports as necessary for such reimbursements; and
  - c. Such expense reports may contain expenses attributed to one or more members; but such reports shall clearly delineate the expenses attributed to each member.
6. All expenses submitted for reimbursement must be accompanied with appropriate documentation substantiating the expense to the member.
7. In the first six (6) months of even-numbered fiscal years, no member shall be reimbursed for their actual and necessary expenses in excess of one-half (1/2) of the fiscal year's members expense appropriation unless they have been already re-elected for the next term of the city council.
8. New city council members elected in an even-numbered fiscal year, for their first six (6) months in office, shall be entitled to reimbursement of their actual and necessary expenses in an amount not to exceed of one-half (1/2) of the fiscal year member expense appropriation.
9. The amount available for the reimbursement of actual and necessary expenses for city council members appointed to fill an unexpired term shall be determined by the president on a case-by-case basis.
10. Once approved by the president, expense reports shall be submitted to the city auditor's office so that a check will be issued to the member in accordance with applicable laws.
11. A monthly reconciliation of members' expenses shall be completed by the city council office staff to ensure that members are not exceeding the fiscal year's member expense appropriation.
12. During the fiscal year, if it is determined that there are funds in the city council members' expense line item that will not be needed to pay members' actual and expenses, those funds may be transferred to other city council expense line items with the approval of the president.
13. At the end of a fiscal year, any unused funds remaining in the members' expense line item shall be returned to the city by the city council in accordance with municipal finance laws.

This act shall take effect upon its passage.



A true copy attest

*Sergio Cornelio*

Sergio Cornelio, City Clerk

#5- C0181-24

Legislative Affairs & Election Committee  
May 20, 2024

The Committee on Legislative Affairs & Elections met on Monday, May 20, 2024 at 6pm in the City Council Chambers.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Michael Marchese, presiding, Councilors Stephanie Smith, Stephanie Martins, Katy Rogers and Robert Van Campen, as ex-officio.

The Committee considered an Order offered by Councilors Robert Van Campen and Stephanie Smith: An Order amending the City Council's rule regarding City Council member's actual and necessary expenses.

David Flood, Legislative Research Specialist was also present.

Councilor Smith explained that after reviewing recent City Council expenses she felt that this amendment proposal was warranted to insure that the expense amount per Councilor was fair, accurate and equal with the understanding that some Councilors may spend the entire amount of their expense allotment while others may not, but she remarked that Councilors should only spend what is rightfully allowed per Councilor. Councilor Martins suggested that if some Councilors don't want to use their expense allotment then other City Councilors should be allowed to use the available funds to become better City Councilors and that it should be left the way it is now. Councilor Van Campen explained that there needed to guardrails on the expense account. Councilor Rogers suggested amending the proposal to allow for the disbursement of unused expense funds at the discretion of the President for enriching activities. Mr. Flood and Councilor Smith mentioned the importance of only allowing the disbursement of \$1500 during an election year to insure that new City Councilors have funds left in the expense account upon taking office. Councilor Van Campen noted that the proposal also contains the requirement for monthly reconciliation of the account to provide more transparency. Councilor Martins felt that providing available funds at the discretion of the President could be a problem and she moved that the matter be postponed with the vote failing on a 2-2 vote with Councilors Smith and Van Campen in opposition and Marchese not in the Chambers. Councilor Smith moved for favorable action with the vote failing 2-2 with Councilors Martins and Rogers in opposition and Marchese not in Chambers. Councilor Smith moved to send the subject matter out with No Recommendation with the vote failing 2-2 with Councilors Martins and Rogers in opposition and Marchese not in Chambers. Upon the return of Councilor Marchese, Councilor Martins moved to grant further time in Committee which passed on a vote of 3-2 with Councilors Smith and Van Campen in opposition.

The Committee voted: to grant further time.

Respectfully Submitted,

John W. Burley  
Clerk of Committees