

on 8/7/2025 at 9:28 A

City of Everett

Attest:

ACTIVE TRANSPORTATION ADVISORY COMMITTEE

Assistant City Clerk

484 BROADWAY
EVERETT, MA 02149

ACTIVE TRANSPORTATION ADVISORY COMMITTEE MEMBERS

Andrea Porras – *Chair*
Derek Shooster – *Vice Chair*
Aya Oulal – *Secretary*
Katharina Bormann – *Member*
Mj Denis – *Member*
Jarod Evenson – *Member*
Jo Oltman – *Member*



PLANNING DEPARTMENT STAFF

Matthew Lattanzi, Esq. – *Planning Director*
Jay Monty – *Transportation Director*
Eric Molinari – *Transportation Planner*
Tom Philbin – *Conservation Planner*
Katherine Jenkins-Sullivan – *Sustainability Planner*
Zerina Gace – *Affordable Housing Coordinator*
Jeannie Vitukevich – *Administrative Assistant*
Main Office Line: 617-394-2334

Notice is Hereby Given that there will be a Meeting of the Everett Active Transportation Committee at
Everett City Hall, 3rd Floor, The Mayor's Conference Room
on Wednesday, August 13 at 6:00 pm

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I. Roll Call of Members

II. Staff Communications

- a. Upcoming City Construction Plans
 - i. Everett Docklands Innovation District
 - ii. Everett named 2025 Housing Choice Community (does that mean anything for active transportation?)
- b. Transportation Department Events Coming up
 - i. Date TBD
 1. Main Street (Oakes Street to Malden Border) Walk Audit with Boston MPO and Walk Audit Mass
 - ii. Tues 8/19 6-8 PM (Rain Date 8/21)
 1. Neighborways Walk Audit: Floyd Street, Bradford St and Kinsman St
 - iii. Wed 8/20 5PM
 1. 2nd Street (From Revere Beach Pkwy to rail road tracks) Walk Audit with Boston MPO and Walk Audit Mass: Meet at Anthem
 - iv. Wed 8/27 4-6 PM - Bike checks at City Hall with Landry's

- v. Thurs 8/28 6:30-8 PM - Street Level Everett with speaker Kelsey Derouen of The Lower Mystic Transportation Management Association

III. Old Business

- a. Planning walk audits

IV. New Business

- a. Introduction: Karl Alexander-Greenways Program Manager at Mystic River Watershed Association
- b. Community Ride with Bike to the Sea has been rescheduled to Sept 27th
- c. Voting to change Aya to Outreach Chair and elect a Secretary

Current by laws:

- iii. Secretary

- a. The Secretary shall be ultimately responsible for draft meeting minutes and attendance records. These duties may be designated to an Active Secretary, as detailed in Section II.iii.b.

- b. The Secretary shall organize an Acting Secretary schedule, whereby members of the Committee will take turns recording meeting minutes, maintaining a record of members, guests, and ex-officio members in attendance, and reviewing/editing draft minutes. The Secretary shall ensure that Acting Secretaries fulfill their duties and will help to review and edit draft minutes.

- c. The Secretary shall fulfill administrative and communications duties, such as helping to maintain a web and social media presence, maintaining and updating the calendar of events, and helping to manage the creation of the Annual Report.

- d. The Secretary shall be prepared to run meetings in the event that the Chairperson or Vice-chair are not present.

Change:

iii. **Secretary**

a. The Secretary shall be ultimately responsible for draft meeting minutes and attendance records. These duties may be designated to an Active Secretary, as detailed in Section II.iii.b.

b. The Secretary shall organize an Acting Secretary schedule, whereby members of the Committee will take turns recording meeting minutes, maintaining a record of members, guests, and ex-officio members in attendance, and reviewing/editing draft minutes. The Secretary shall ensure that Acting Secretaries fulfill their duties and will help to review and edit draft minutes.

c. The Secretary shall fulfill administrative duties and help to manage the creation of the Annual Report.

d. The Secretary shall be prepared to run meetings in the event that the Chairperson or Vice-chair are not present.

iv. **Outreach Chair**

a. The Outreach Chair shall be responsible for community outreach activities, such as helping to maintain a web and social media presence, maintaining and updating the calendar of events, tabling at community events and helping to manage the creation of the Annual Report.

V. Member Items

VI. Next Meeting: *Wednesday, September 12, 2025*

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.