



AGENDA PACKET

**REGULAR MEETING OF THE CITY COUNCIL
THURSDAY, FEBRUARY 26, 2026 7:00 PM**

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

EVERETT CITY CLERK'S OFFICE
REC'D 2026 FEB 24 AM 9:58

**Posted in accordance with the
provisions of Mass. General Laws
Chapter 30A- Sections 18-25**

on February 24, 2026 at 9:58 a.m.

Attest:


Sergio Cornelio City Clerk



AGENDA

REGULAR MEETING OF THE CITY COUNCIL THURSDAY, FEBRUARY 26, 2026 7:00 PM

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

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARINGS

1. **C0050-26** Public Hearing/s/ Councilor Stephanie V. Smith, as President

A petition from National Grid requesting permission to install 3PH underground primary in concrete encased duct from pole #3438 to a new pad-mounted transformer located on the property at 530 Second Street

PUBLIC PARTICIPATION

COMMUNICATIONS FROM HIS HONOR THE MAYOR

2. **C0052-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Christopher Snook to the Everett Housing Authority Board as a Labor Representative for a term of two (2) years, beginning March 1, 2026

3. **C0053-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Margaret Lever to the Everett Housing Authority Board as a Tenant Representative for a term of one (1) year, beginning March 1, 2026

COMMITTEE REPORTS

4. **C0029-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval to appropriate by borrowing the amount of \$1,234,108.00 for the Fuller Street Park renovation project

- 5. C0030-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval to appropriate by borrowing the amount of \$1,326,928.00 for the Chelsea Street Park renovation project
- 6. C0032-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval of an intra departmental transfer in the amount of \$85,000 from the Public Health Department's professional services account to the salaries account, to cover overtime expenses
- 7. C0035-26** Order/s/ Councilor Stephanie V. Smith, as President

An order to accept and expend an EmPower grant from the Massachusetts Clean Energy Center in the amount of \$50,000.00 to support preliminary design work for the Connolly Center Reconstruction project
- 8. C0036-26** Order/s/ Councilor Stephanie V. Smith, as President

An order to accept and expend the FY2026 Radio grant from the Massachusetts Department of Fire Services in the amount of \$50,000.00 to support an upgrade of fire department's communications equipment
- 9. C0046-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting approval to re-purpose a total of \$1,028,317.30 in remaining balances (cost savings) from various completed Everett Public Schools capital improvement projects as attached
- 10. C0028-26** Resolution/s/ Councilor Holly D. Garcia

That the Addiction Recovery Resource Specialist Paul Guarino from the Everett Fire Department Roadmap to Recovery appears at our next Government Operations, Public Service, & Public Safety committee meeting to discuss the 2025 data for calls and placements
- 11. C0037-26** Resolution/s/ Councilor Peter Pietrantonio

That the Director of Inspectional Services appear at the next Government Operations, Public Service & Public Safety committee meeting to answer questions about the most recent snow storm.
- 12. C0006-26** Order/s/ Councilor Stephanie V. Smith, as President

An order amending the City Council Rules to simplify and clarify the determination of seniority for City Council members
- 13. C0026-26** Ordinance/s/ Councilor Stephanie V. Smith

An ordinance proposing amendments to the city's fire prevention and protection regulations
- 14. C0039-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Thawanna Pessoa to the

Planning Board for a term of three (3) years, expiring February 23,2029

15. C0040-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of David Ela to the Everett Housing Authority Board for a term of four (4) years, beginning March 1, 2026

16. C0041-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Ellen Collins to the position of Director of Human Resources for the City of Everett

17. C0042-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Monica R. Lamboy to the position of Chief Development Officer for the City of Everett

18. C0043-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Jaclyn Munson to the position of City Solicitor for the City of Everett

19. C0044-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Omar Boukili to the position of Chief Administrative and Financial Officer for the City of Everett

20. C0045-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Robert Knox, Jr. to serve as Executive Director of City Services for the City of Everett

21. C0048-26 Order/s/ Councilor Stephanie V. Smith, as President

An order proposing to amend the city's Administrative Code to establish a Department of Strategic Planning and Community Development and the position of Chief Development Officer

22. C0049-26 Order/s/ Councilor Stephanie V. Smith, as President

An order proposing to amend the city's Administrative Code to establish a Department of Administrative and Financial Services and the position of Chief Administrative and Financial Officer

NEW BUSINESS

23. C0051-26 Order/s/ Councilor Katy L. Rogers

An order amending the City Council Rules to update the public participation rules for City Council meetings

24. C0055-26 Resolution/s/ Councilor Stephanie Martins, Councilor Stephanie V. Smith

That a representative from the DPW appear at the next Government Operations committee meeting to answer questions for transparency regarding snow removal planning and strategy during snowstorms and post storm street clean up

25. C0056-26 Ordinance/s/ Councilor Stephanie Martins

An ordinance promoting fair labor standards and preventing wage theft in the City of Everett.

ADJOURMENT

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



City of
Everett
Massachusetts

C0050-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 23, 2026

Agenda Item:

National Grid Revere St

Background and Explanation:

Attachments:

Questions contact – Ed Insogna edward.insogna@nationalgrid.com

Petition of the Massachusetts Electric Company d/b/a NATIONAL GRID
Of NORTH ANDOVER, MASSACHUSETTS
For Electric Conduit Location:

To the City Council of Everett, Massachusetts

Respectfully represents the Massachusetts Electric Company d/b/a NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked – Revere Street - Everett, Massachusetts.

The following are the streets and highways referred to:

WR# 31207493

Revere Street - National Grid to install underground facilities on Revere Street beginning at a point approximately 260 feet Southwest of the centerline of the intersection of Second Street and Revere Street and continuing approximately 80 feet in a South direction. National Grid is petitioning to install 3PH underground primary in concrete encased duct from pole#3438 to a new padmounted transformer located on the property of 530 Second Street. Everett, MA.

Location approximately as shown on plan attached.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Mackelly Norvil*

BY _____
Engineering Department

Questions contact – Ed Insogna edward.insogna@nationalgrid.com

Dated: February 5, 2026

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 19th day of January, 2026.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Revere Street - Everett, Massachusetts.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

WR# 31207493

Revere Street - National Grid to install underground facilities on Revere Street beginning at a point approximately 260 feet Southwest of the centerline of the intersection of Second Street and Revere Street and continuing approximately 80 feet in a South direction. National Grid is petitioning to install 3PH underground primary in concrete encased duct from pole#3438 to a new padmounted transformer located on the property of 530 Second Street. Everett, MA.

I hereby certify that the foregoing order was adopted at a meeting of the

.....

....., held on the day of, 20

....., 20

Received and entered in the records of location orders of the City/Town of

Book Page

Attest:

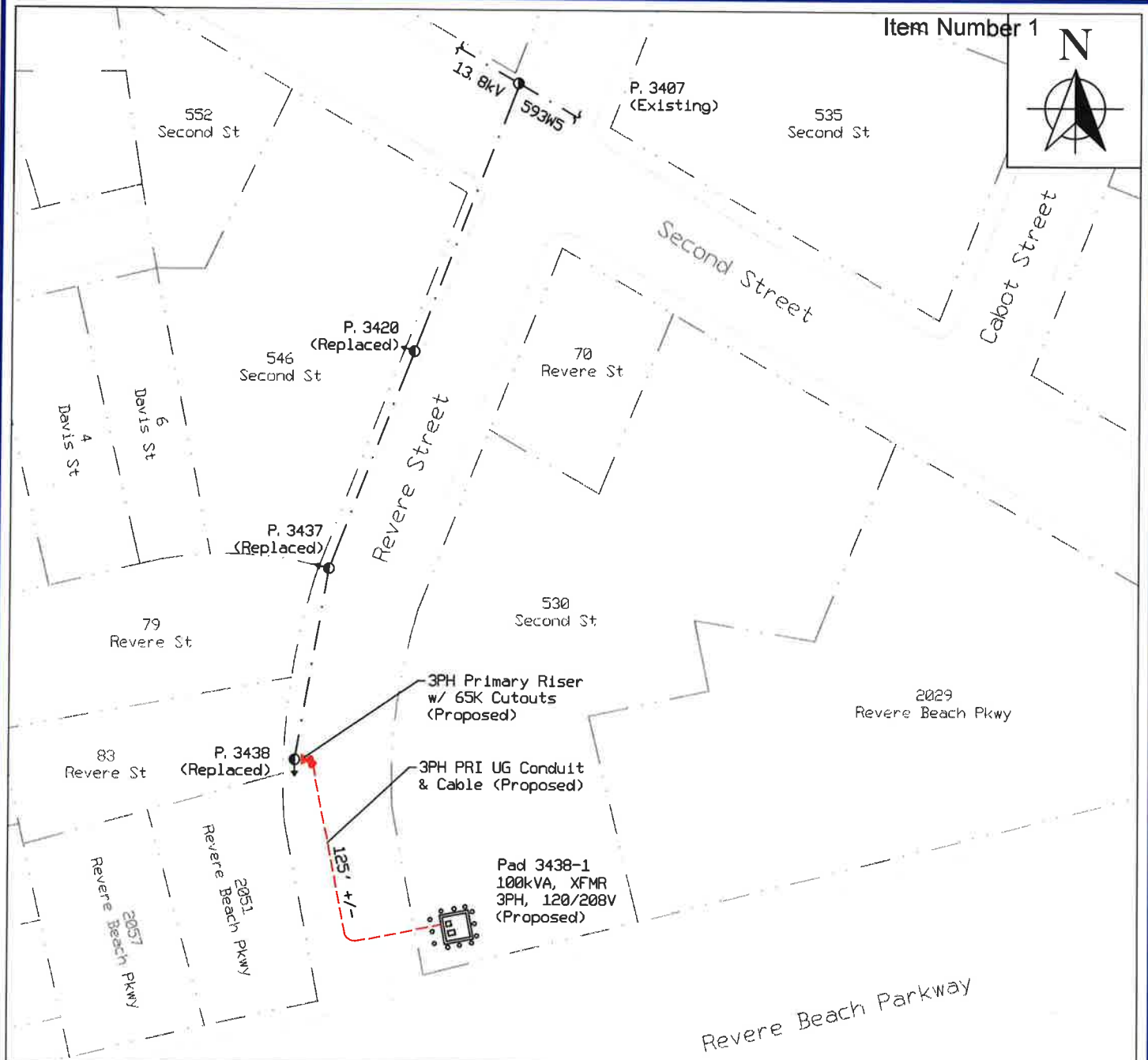
.....

..... hereby certify that on20....., at o'clock,M

at, a public hearing was held on the petition of Massachusetts Electric Company d/b/a NATIONAL GRID for permission to construct the

underground electric conduits described in the order herewith recorded, and that I mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to construct the underground electric conduits under said order. And that thereupon said order was duly adopted.

.....
.....
.....



PETITION SKETCH

- Existing Pole Locations
 - Replaced Pole Locations
 - UG 3PH Primary
 - - - OH 3PH Primary
 - Property Lines
 - ← Anchor/ Guy
 - ⊕ Proposed Primary Riser
- Job Description**
 NGRID is petitioning to install 3PH underground primary in concrete encased duct from Pole #3438 to a new padmounted transformer located on the property of 530 Second St., Everett.

national grid

Date: 01/23/2026

Drawn By: Ed Insogna

Work Request Number: 31207493

To The: City/Town of Everett

Location: Revere Street

For: Proposed UG Installation

Pg 1 of 1



C0052-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 23, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Christopher Snook to the Everett Housing Authority Board as a Labor Representative for a term of two (2) years, beginning March 1, 2026

Background and Explanation:

Attachments:



Item Number 2

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 17, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3 – 3 of the City Charter and, Chapter 121B SSS of Massachusetts General Laws, I hereby appoint, subject to confirmation by the City Council, Christopher Snook to the Everett Housing Authority Board as a Labor Representative for a term of two (2) year, beginning March 1, 2026.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0053-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 23, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Margaret Lever to the Everett Housing Authority Board as a Tenant Representative for a term of one (1) year, beginning March 1, 2026

Background and Explanation:

Attachments:



Item Number 3

CITY OF EVERETT - OFFICE OF THE MAYOR
484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 17, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3 – 3 of the City Charter and, Chapter 121B SSS of Massachusetts General Laws, I hereby appoint, subject to confirmation by the City Council, Margaret Lever to the Everett Housing Authority Board as a Tenant Representative for a term of one (1) year, beginning March 1, 2026.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0029-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: January 26, 2026

Agenda Item:

An order requesting approval to appropriate by borrowing the amount of \$1,234,108.00 for the Fuller Street Park renovation project

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR
484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

January 21, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

I hereby request the amount of **\$1,234,108** be appropriated by borrowing for the improvements to the Fuller Street Park renovation project.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert J. Van Campen
Mayor

January , 2026

City of Everett, Massachusetts CITY COUNCIL



Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type:
Order

Be it
Ordered: BY City Council OF THE CITY OF EVERETT, as
follows:

That the City hereby appropriates the amount of One Million Two Hundred Thirty-Four Thousand One Hundred Eight dollars to be funded by borrowing for the renovation of the Fuller Street Park, located on Lynn street, including the payment of all other costs incidental and related thereto, and that to meet this appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §8 or pursuant to any other enabling authority, and to issue bonds and notes therefore, provided, that any premium received upon the sale of any bonds or notes approved by this Order, less any such premium applied to the payment of the costs of such issuance of bonds or notes, may be applied to the payment of costs approved by this order in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and to take any other action relative thereto.

Fuller St. Park Renovation
Project No.: DPW-26-58
Status: Design


The original funding assumptions for this important project were based on construction being completed in 2024–2025. This additional funding request has been updated to include escalation costs associated with construction now anticipated to be completed in 2026. The revised request reflects both the previous 2024 cost opinion and the new 100% Construction Documents prepared by the City’s landscape designer, NESRA Engineering, dated December 30, 2025.

Based on the updated estimated cost of construction, we are seeking additional funding to support the current projected costs.

Below, is the current financial status of the project, which includes updated escalation and contingency lines to cover the total anticipated project costs as currently forecasted. This also highlights the funding deficit we are seeking to close in order to fully fund the project. Additionally, the cost opinion provided by NESRA Engineering is included for further financial detail.

Financial Status:

Sources of Funds		Uses of Funds (Example)	
Bond Funds	\$920,000	Direct Construction	\$ 958,100
		Contingency (10%)	\$ 95,810
		Architecture & Engineering	\$ 131,000
		General Development	\$ 25,000
		Project Contingency (2%)	\$24,198
Total Funds	\$ 920,000	Total Project Budget	\$1,234,108
Sources less Uses	(\$314,108)		

							
Project Name		Fuller Park Everett MA					
List Items	Unit	Quantity	Unit Cost	Cost		Total Cost	
General Conditions							
Bond	LS	1	\$ 20,000.00	\$ 20,000.00			
Site Mobilization	LS	1	\$ 10,000.00	\$ 10,000.00			
General Conditions	LS	1	\$ 20,000.00	\$ 20,000.00		\$ 50,000.00	
Demolition							
Remove & Dispose Playground Structures	LS	1	\$ 7,500.00	\$ 7,500.00			
Remove & Dispose Existing Wood Mulch Surfacing	CY	250	\$ 60.00	\$ 15,000.00			
Remove & Dispose Bituminous Concrete Basketball Court	LS	1	\$ 5,000.00	\$ 5,000.00			
Remove & Dispose Concrete	SF	1200	\$ 23.00	\$ 27,600.00			
Remove & Dispose Flagpole	LS	1	\$ 3,500.00	\$ 3,500.00			
Remove & Dispose Catch Basin	EA	2	\$ 2,500.00	\$ 5,000.00			
Remove & Dispose Water Line, Cabinets, & Play Structures	LS	1	\$ 3,500.00	\$ 3,500.00			
Remove & Dispose Drain Line	LF	75	\$ 15.00	\$ 1,125.00			
Remove & Dispose Wooden Retaining Wall	LF	315	\$ 15.00	\$ 4,725.00			
Remove & Dispose Concrete Retaining Wall	LF	550	\$ 35.00	\$ 19,250.00			
Remove & Dispose of Trees & Bushes	LS	1	\$ 30,000.00	\$ 30,000.00			
Remove & Dispose 4-ft Chain Link Fence	LF	375	\$ 10.00	\$ 3,750.00			
Remove & Dispose 10-ft Chain Link Fence	LF	110	\$ 25.00	\$ 2,750.00			
Misc. Demolition (Signs, Tables, Benches, etc)	LS	1	\$ 5,000.00	\$ 5,000.00		\$ 133,700.00	
Site Preparation							
Install Construction Entrance	LS	1	\$ 2,500.00	\$ 2,500.00			
6-ft High Construction Fence	LF	450	\$ 8.65	\$ 3,892.50		\$ 6,392.50	
Earthwork							
Stone Base for Playground (12")	TON	225	\$ 28.00	\$ 6,300.00			
Fill	CY	679	\$ 20.00	\$ 13,580.00			
Prepare sub-base, shape and compact	SY	1,000	\$ 2.50	\$ 2,500.00		\$ 22,380.00	
Planting & Curbing							
Granite Curbing	LF	50	\$ 100.00	\$ 5,000.00			
Planting	LS	1	\$ 10,000.00	\$ 10,000.00		\$ 15,000.00	
Pavement							
Conc. Walkways	SY	190	\$ 75.00	\$ 14,250.00			
Bit. Conc. Basketball Court w/ Acrylic Surfacing	LS	1	\$ 35,000.00	\$ 35,000.00		\$ 49,250.00	
Fencing & Perimeter Retaining Wall							
Concrete Segmented Retaining Wall	LF	1250	\$ 50.00	\$ 62,500.00			
4-ft Black Vinyl Coated Chain Link Fence	LF	275	\$ 90.00	\$ 24,750.00			
10-ft Black Vinyl Coated Chain Link Fence	LF	350	\$ 115.00	\$ 40,250.00			
Single Swing Chain Link Gate	EA	7	\$ 1,500.00	\$ 10,500.00		\$ 138,000.00	
Site Furniture							
Flagpole	EA	1	\$ 15,000.00	\$ 15,000.00			
Benches	EA	4	\$ 2,500.00	\$ 10,000.00			
Tables	EA	2	\$ 3,000.00	\$ 6,000.00			
Shade Shelter	EA	1	\$ 15,000.00	\$ 15,000.00			
Bike Rack	EA	1	\$ 5,000.00	\$ 5,000.00			
Granite Park Sign	EA	1	\$ 15,000.00	\$ 15,000.00		\$ 66,000.00	
Playground Structures and Surfacing							
Playground Surfacing	SF	3800	\$ 28.00	\$ 106,400.00			
Playground Structures and Installation	LS	1	\$ 175,000.00	\$ 175,000.00			
Splash Pad	LS	1	\$ 67,000.00	\$ 67,000.00		\$ 348,400.00	
					Subtotal:	\$ 829,122.50	
					Contingency(5%)	\$ 41,456.13	
					Total	\$ 870,578.63	

#1 - C0029-26

Ways and Means Committee
February 12, 2026

The Committee on Ways and Means met on Thursday, February 12, 2026 at 6:00pm in the City Council Chambers at City Hall.

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

Members present were Councilor Peter Pietrantonio, presiding; Councilors Vivian Nguyen and Katy Rogers.

The Committee met on an Order offered by Councilor Stephanie Smith, as President: An Order requesting approval to appropriate by borrowing the amount of \$1,234,108.00 for the Fuller Street Park Renovation Project.

Chief Administrative and Financial Officer Omar Boukili and Chief Procurement Officer Kiara Freeman were also present.

Councilor Rogers noted that this park renovation was long sought after by the residents in that area and that she was fully in favor of the project. Councilor Nguyen concurred and announced her support for this renovation project as well.

The Committee voted: to report back to the City Council with a recommendation for Favorable action .

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0030-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: January 26, 2026

Agenda Item:

An order requesting approval to appropriate by borrowing the amount of \$1,326,928.00 for the Chelsea Street Park renovation project

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR
484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

January 21, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

I hereby request the amount of **\$1,326,928** be appropriated by borrowing for improvements to the Chelsea Street Park renovation. This additional request is based on the revised budget recommended by the City's design firm.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert J. Van Campen
Mayor

January 21, 2026

City of Everett, Massachusetts CITY COUNCIL



Offered By: _____
 Councilor Stephanie Smith, as President

Bill Number:
Bill Type:
Order

Be it
Ordered: BY City Council OF THE CITY OF EVERETT, as
follows:

That the City hereby appropriates the amount of One Million Three Hundred Twenty-Six Thousand Nine Hundred Twenty eight dollars to be funded by borrowing for the renovation of the Chelsea Street Park, located at 34 Cabot Street, including the payment of all other costs incidental and related thereto, and that to meet this appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §8 or pursuant to any other enabling authority, and to issue bonds and notes therefore, provided, that any premium received upon the sale of any bonds or notes approved by this Order, less any such premium applied to the payment of the costs of such issuance of bonds or notes, may be applied to the payment of costs approved by this order in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and to take any other action relative thereto.

Chelsea St. Park Renovation
Project No.: PLD-26-64
Status: Design

The original funding assumptions for this important project were based on construction being completed in 2024–2025. This additional funding request is now based on the revised budget included in the 100% Construction Documents prepared by the City’s landscape designer, SLR, dated December 2, 2025.

Based on the updated estimated cost of construction, we are seeking additional funding to support the current projected costs.

Below, is the current financial status of the project, which includes updated escalation and contingency lines to cover the total anticipated project costs as currently forecasted. This also highlights the funding deficit we are seeking to close in order to fully fund the project. Additionally, the cost opinion provided by SLR is included for further financial detail.

Financial Status:

Sources of Funds		Uses of Funds	
Bond Funds	\$945,000	Direct Construction	\$ 1,073,500
		Contingency (10%)	94,150
		Architecture & Engineering	108,260
		General Development	25,000
		Project Contingency (2%)	26,018
Total Funds	\$ 945,000	Total Project Budget	\$ 1,326,928
Sources less Uses	(381,928)		

Chelsea St. Park- 100% Design Opinion of Probable Construction Costs

Everett, MA

Prepared for: City of Everett

SLR project #15958.00002

December 2, 2025



	ITEM/DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
PHASE I					
1	SITE PREPARATION & REMOVALS (rounded)				\$ 147,000
	General Conditions, Mobilization, Site Security, Temp Signage, Safety Plan	EST	10%	\$ 767,360	\$ 76,800
	DEMO- PAVING & SUBBASE MATERIAL	SF	5,000	\$ 5	\$ 25,000
	DEMO- CURBS & TIMBER EDGING	LF	375	\$ 10	\$ 3,800
	DEMO- REMOVE & DISPOSE TREES AND STUMPS	EA	11	\$ 1,200	\$ 13,200
	SAWCUT PAVEMENT	LF	100	\$ 4	\$ 400
	DEMO-CHAINLINK FENCE (4' HT.)	LF	80	\$ 6	\$ 500
	DEMO-CHAINLINK FENCE (9' HT.)	LF	160	\$ 6	\$ 960
	DEMO- SAND & SUBBASE MATERIAL	LS	1	\$ 4,000	\$ 4,000
	DEMO-REMOVE MISC. (Ramp, posts, benches, timber edging)	EST	1	ALLOW	\$ 8,000
	REMOVE & STORE SIGNS, BENCHES, ETC.	EST	1	ALLOW	\$ 1,500
	MAINTENANCE OF TRAFFIC	LS	1	\$ 12,000	\$ 12,000
2	SEDIMENT AND EROSION CONTROLS (rounded)				\$ 7,000
	INLET PROTECTION	EA	2	\$ 200	\$ 400
	TOPSOIL- STRIP & STOCKPILE (6" depth)	CY	50	\$ 40	\$ 2,000
	SILT FENCE OR COMPOST FILTER TUBES	LF	156	\$ 8	\$ 1,300
	TREE PROTECTION (timber wrapped and snow fence)	EA	2	\$ 500	\$ 1,000
	CONST-ENTRANCE	LS	1	\$ 2,000	\$ 2,000
3	GRADING AND EARTHWORK (rounded)				\$ 38,000
	EARTHWORK	CY	550	\$ 40	\$ 22,000
	FINE GRADING	SY	1,350	\$ 5	\$ 6,800
	TOPSOIL (additional)	CY	150	\$ 60	\$ 9,000

Item Number 5

	ITEM/DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
4	HARDSCAPE SURFACES (rounded)				\$ 142,000
	CONCRETE CURBING	LF	220	\$ 50	\$ 11,000
	CONCRETE SIDEWALK (5" depth, plus base stone)	SY	430	\$ 180	\$ 77,400
	SAWCUT PATTERN CONCRETE PLAZA	SF	200	\$ 18	\$ 3,600
	FITNESS SURFACE POURED-IN-PLACE (2-3" depth)	SF	1,030	\$ 20	\$ 20,600
	FITNESS SURFACE. BASE - 304.3 CRUSHED GRAVEL (6" average for PIP)	CY	58	\$ 80	\$ 4,700
	LANDSCAPE BOULDER SEATS	EA	5	\$ 1,300	\$ 6,500
	BOCCE BALL COURT w/ ARTIFICIAL TURF	LS	1	\$ 18,000	\$ 18,000
5	LANDSCAPING (rounded)				\$ 96,000
	FURNISH & PLACE TOPSOIL IN PLANTBEDS (12" depth)	CY	40	\$ 45	\$ 1,800
	PINE BARK MULCH (3" depth)	SY	116	\$ 15	\$ 1,800
	ORNAMANETAL TREES	EA	13	\$ 1,000	\$ 13,000
	EVERGREEN TREES	EA	49	\$ 500	\$ 24,500
	SHRUBS	EA	16	\$ 85	\$ 1,400
	PERENNIALS	EA	331	\$ 35	\$ 11,600
	ROOT BARRIER	LF	210	\$ 150	\$ 31,500
	TEMP LAWN (seed)	SF	1,700	\$ 0.50	\$ 900
	TEMP IRRIGATION SYSTEM (plus planting beds)	SF	4,150	\$ 1.00	\$ 4,150
	PERMANENT LAWN (sod at open lawn)	SF	3,370	\$ 1.50	\$ 5,055
6	STRUCTURES & UTILITIES (rounded)				\$ 95,000
	WATER PIPE/ CONNECTION/ METER	LS	1	\$ 10,000	\$ 10,000
	STORM PIPE AND STRUCTURES	LS	1	\$ 8,000	\$ 8,000
	TRENCH DRAIN	LF	10	\$ 225	\$ 2,250
	FLEXIBLE TRENCH DRAIN SYSTEM	LF	25	\$ 150	\$ 3,750
	SOLAR SITE LIGHTS- PEDESTRIAN 12-14' HT	EA	6	\$ 8,500	\$ 51,000
	FITNESS/PLAY STRUCTURAL ENGINEERING (design for foundations)	ALLOW	1	\$ 20,000	\$ 20,000

	ITEM/DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
7	SITE AMENITIES (rounded)				\$ 320,000
	SEATING- BENCH (timber & metal)	EA	4	\$ 3,000	\$ 12,000
	SEATING- ADA PICNIC TABLE (timber & metal)	EA	1	\$ 5,000	\$ 5,000
	SEATING- PICNIC TABLES (timber)	EA	1	\$ 1,500	\$ 1,500
	SEATING- GAME TABLES	EA	1	\$ 3,000	\$ 3,000
	SEATING- CAFÉ STYLE TABLES & CHAIRS	EA	2	\$ 5,000	\$ 10,000
	SIGNAGE- PARK ENTRY/RULES	EA	1	\$ 1,000	\$ 1,000
	SIGNAGE FOR GATEWAY	LS	1	\$ 10,000	\$ 10,000
	GATEWAY COLUMNS STONE VENEER BASE	LS	1	\$ 10,000	\$ 10,000
	PRIVACY WALL/ SCREEN (laser-cut steel in frame)	EA	7	\$ 5,500	\$ 38,500
	TRASH & RECYCLING RECEPTACLE	EA	2	\$ 2,500	\$ 5,000
	DRINKING FOUNTAIN (with bottle filler)	LS	1	\$ 4,000	\$ 4,000
	BIKE RACK	EA	2	\$ 3,000	\$ 6,000
	FLAG POLE (20' ht. plus foundation)	EA	1	\$ 10,000	\$ 10,000
	BENCH SWING (freestanding on simple frame plus foundation)	EA	1	\$ 20,000	\$ 20,000
	BENCH SWING (on pergola structure plus foundation)	EA	1	\$ 30,000	\$ 30,000
	FENCING- 4' METAL ORNAMENTAL	LF	185	\$ 100	\$ 18,500
	FENCING- GATE (Double Swing Metal Ornamental)	EA	1	\$ 5,000	\$ 5,000
	FITNESS EQUIPMENT (plus foundations)	LS	1	\$ 100,000	\$ 100,000
	FITNESS EQUIPMENT INSTALL (sub install, 30% of equip cost)	LS	1	\$ 30,000	\$ 30,000
	SUBTOTAL (rounded)				\$ 845,000
	CONSTRUCTION CONTINGENCY (15%)				\$ 126,800
	PROJECT COST OPINION (rounded)				\$ 972,000
	2026 Approximate Escalation (5%)				\$ 48,600.00

General Notes:

1. Costs are based on 2024-2025 construction costs. Escalation of 3-5% is recommended for planning purposes if bidding or construction will be beyond 2025.
2. Costs include installation of equipment/ products

#2 - C0030-26

Ways and Means Committee
February 12, 2026

The Committee on Ways and Means met on Thursday, February 12, 2026 at 6:00pm in the City Council Chambers at City Hall.

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

Members present were Councilor Stephanie Smith, presiding; Councilors Vivian Nguyen, Katy Rogers and Peter Pietrantonio.

The Committee met on a Order offered by Councilor Stephanie Smith, as President: An Order requesting approval to appropriate by borrowing the amount of \$1,326,928.00 for the Chelsea Street Park Renovation Project.

Chief Administrative and Financial Officer Omar Boukili and Chief Procurement Officer Kiara Freeman were also present.

Councilor Rogers question if a portion of the project would be utilized as a dog park, however Ms. Freeman responded that she was not aware of that and Councilor Rogers requested that a finalized design plan be provided to the City Council. Councilor Nguyen questioned some of the line item costs but Ms. Freeman assured her that these were the anticipated cost for each of the line items provided by the City's Landscape Designer, SLR. Chairperson Smith mentioned that the original estimate received two years ago was listed at \$945,000.00 but was never fully funded and has now resulted in an escalated cost of almost \$400,000.00. She questioned if there was any community engagement on the design of the park especially since she was not in agreement with the previous design and Ms. Freeman noted that she was not involved in that aspect of the project. Chairperson Smith informed Mr. Boukili that the City Council needed to see a design plan before a vote for funding could take place.

The Committee voted: to report back to the City Council with no recommendation pending receipt and review of the park design plan.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0032-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: January 26, 2026

Agenda Item:

An order requesting approval of an intra departmental transfer in the amount of \$85,000 from the Public Health Department's professional services account to the salaries account, to cover overtime expenses

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ Mayor.Robert.VanCampen@ci.everett.ma.us

Robert Van Campen
MAYOR

January 21, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I respectfully request approval of an intradepartmental transfer in the amount of \$ 85,000 from the Public Health department's professional services to salaries to cover overtime expenses.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert Van Campen
Mayor



January 21, 2026
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type: Order

Be it
Ordered: BY City Council OF THE CITY OF EVERETT, as
follows:

An intra departmental transfer in the amount of \$85,000 from
the Public Health department's professional services account
to the salaries account to cover overtime expenses

#3 - C0032-26

Ways and Means Committee
February 12, 2026

The Committee on Ways and Means met on Thursday, February 12, 2026 at 6:00pm in the City Council Chambers at City Hall.

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

Members present were Councilor Stephanie Smith, presiding; Councilors Vivian Nguyen, Katy Rogers and Peter Pietrantonio.

The Committee met on an Order offered by Councilor Stephanie Smith, as President: An Order requesting approval of an intra departmental transfer in the amount of \$85,000.00 from the Public Health Department's professional services account to the salaries account, to cover overtime expenses.

Director of Public Health Sabrina Firicano was also present.

Ms. Firicano explained that the Department now has 21 full time nurses and that they don't need to utilize the contract nurses from Cataldo Ambulance Services. She noted that since the nurses are not fully staffed the current full time nurses would provide overtime coverage. Councilor Pietrantonio asked if the \$85,000.00 would be sufficient to cover the Department until the end of the fiscal year on June 30th and Ms. Firicano responded that it would.

The Committee voted: to report back to the City Council with a recommendation for Favorable action.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0035-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order to accept and expend an EmPower grant from the Massachusetts Clean Energy Center in the amount of \$50,000.00 to support preliminary design work for the Connolly Center Reconstruction project

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR
 484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270
 ✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

January 28, 2026

The Honorable City Council
 City Hall
 484 Broadway
 Everett, Massachusetts 02149

Dear Honorable Members:

I hereby request City Council approval for acceptance of a Fifty Thousand Dollar (\$50,000) EmPower Grant awarded by the Massachusetts Clean Energy Center (MassCEC). This grant will support preliminary design and engineering work associated with the Connolly Center reconstruction project.

The EmPower Grant funding will be used to address barriers related to design and engineering by engaging an operations project manager (OPM) and undertaking a community-engaged design process. The grant will fund feasibility analysis, schematic design, and design development activities necessary to complete engineering and construction plans. These plans will position the City to pursue additional funding to implement clean energy and resilience measures, including designs for a new roof, weatherization, and an electrified heating, ventilation, and air conditioning (HVAC) system. Upon completion, these upgrades will enable future clean energy measures such as solar photovoltaic (PV) and battery storage systems, which will directly benefit the residents of Everett.

The total grant award is \$50,000 and will be allocated as follows:

Project Team Member	Proposed Activity	Funding Amount
City of Everett	Funding for feasibility study (meetings, site visits, OPM/designer scope)	\$15,492
City of Everett	Funding for schematic design (design meetings, budget development, planning session)	\$17,755

City of Everett	Funding for design development (design meetings, site visit, community outreach, design development)	\$16,753
Total Budget		\$50,000

The City's required match will be provided through in-kind services, specifically covering the cost of a project manager for the Connolly Center reconstruction.

The grant period extends through January 2027, by which time all grant funds must be expended.

I recommend your favorable consideration and approval of the acceptance of this grant.

Respectfully submitted,



Robert J. Van Campen
Mayor



January 28, 2026

City of Everett, Massachusetts CITY COUNCIL

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type:
Order

Be it
Ordered: BY City Council OF THE CITY OF EVERETT, as
follows:

That the City hereby accepts a Fifty Thousand Dollar (\$50,000) EmPower Grant from the Massachusetts Clean Energy Center (MassCEC) to support design and engineering services related to the Connolly Center reconstruction project, including feasibility studies, schematic design, and design development; and that the Mayor or his designee is authorized to execute any and all documents necessary to accept and administer said grant; and to take any other action relative thereto.

From: [Kristin Leonard](#)
To: [Michael Mangan](#)
Subject: FW: Request for Grant Approval
Date: Tuesday, January 27, 2026 2:01:19 PM
Attachments: [image001.png](#)
[image002.png](#)

FYI...



Kristin Leonard
Executive Office Manager
617-944-0202
Kristin.Leonard@ci.everett.ma.us

From: Katherine Jenkins-Sullivan <Kate.Jenkins-Sullivan@ci.everett.ma.us>
Sent: Tuesday, January 27, 2026 1:40 PM
To: Kristin Leonard <Kristin.Leonard@ci.everett.ma.us>
Cc: Jamillah Kasuswa <Jamillah.Kasuswa@ci.everett.ma.us>
Subject: Request for Grant Approval

Good afternoon Kristin,

We are seeking City Council approval for a \$50,000 EmPower grant from the Massachusetts Clean Energy Center (MassCEC). Please see information about the grant listed below.

- **Grant awarded:**
 - The EmPower Grant from the Massachusetts Clean Energy Center (MassCEC).
- **The amount of the grant:**
 - The award amounts to \$50,000.
 - **Budget:**

Project Team Member	Proposed Activity	Funding Amount
City of Everett	Funding for feasibility study (meetings, site visits, OPM/designer scope)	\$15,492
City of Everett	Funding for schematic design (Design meetings, budget development, planning session)	\$17,755
City of Everett	Funding for design development (Design meetings, site visit, community outreach, design development)	\$16,753

Total Budget		\$50,000
--------------	--	----------

- **Identify if there is a city match, and if there is, what is that amount, and what is the source of the city’s matching funds?:**
 - The City’s match is to cover a project manager for the Connolly Center reconstruction.
- **How long is the grant period, i.e. when does the grant need to be spent**
 - The grant funds need to be spent by January 2027.
- **What project, effort, or initiative is the grant funding going to support, and why is that important to the residents of Everett**
 - The Project will primarily address the identified barrier of design and engineering by seeking an operations project manager (“OPM”) to perform a community-engaged design process, and the technical work needed to complete engineering and construction plans which will enable them to seek additional funding sources to implement the clean energy and resilience measures. Plans propose to include designs for a new roof, weatherization, and an electrified heating, ventilation, and air conditioning (“HVAC”) system, which once completed will enable measures such as solar photovoltaic (“PV”) and battery storage. Which department(s) will be responsible for administering the grant, and how it is being spent
Planning Department

Kate Jenkins-Sullivan
Sustainability Manager
City of Everett
484 Broadway, Rm 25
Everett, MA 02149
P: 617-944-0236



#4 - C0035-26

Ways and Means Committee
February 12, 2026

The Committee on Ways and Means met on Thursday, February 12, 2026 at 6:00pm in the City Council Chambers at City Hall.

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

Members present were Councilor Stephanie Smith, presiding; Councilors Vivian Nguyen, Katy Rogers and Peter Pietrantonio.

The Committee met on an Order offered by Councilor Stephanie Smith, as President: An Order to accept and expend an EmPower grant from the Massachusetts Clean Energy Center in the amount of \$50,000.00 to support preliminary design work for the Connolly Center Reconstruction project.

Chief Administrative and Financial Officer Omar Boukili was also present.

Mr. Boukili explained that the grant funding would be used to support preliminary design and engineering work associated with the Connolly Center reconstruction project. He noted that grant would fund feasibility analysis, schematic design, and design development activities necessary to complete engineering and construction plans. These plans will position the City to pursue additional funding to implement clean energy and resilience measures, including designs for a new roof, weatherization, and an electrified heating, ventilation, and air conditioning (HVAC) system. He informed the Committee that oversight of the project would be done by the City's Planning and Facilities Departments and he agreed to update the City Council throughout the process. Chairperson Smith that any additional funding for the Connolly Center presented to the City Council should include the work on both the inside and outside of the facility.

The Committee voted: to report back to the City Council with a recommendation for Favorable action.

Respectfully Submitted,

John W. Burley
Clerk of Committees



City of
Everett
Massachusetts

C0036-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order to accept and expend the FY2026 Radio grant from the Massachusetts Department of Fire Services in the amount of \$50,000.00 to support an upgrade of fire department's communications equipment

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR
484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

January 29, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

I hereby request City Council approval for acceptance of a **Fifty Thousand Dollar (\$50,000) FY2026 Radio Grant** awarded pursuant to line item **8324-0050 of the FY2026 General Appropriations Act (Chapter 9 of the Acts of 2025)** and administered by the **Massachusetts Department of Fire Services**. This grant will support the upgrade of fire department communications equipment.

The Radio Grant funding will be used to support improvements to the Fire Department's emergency communications infrastructure, including updates to **Channel 2** and the evaluation and potential acquisition of a **mobile repeater and/or mobile radios**. These upgrades are critical to maintaining reliable, interoperable communication systems for emergency responders and will enhance public safety operations throughout the City.

The total grant award is **\$50,000**. No local matching funds are required.

The grant period terminates on **June 30, 2026**, by which time all grant funds must be fully expended.

The **Fire Department** will be responsible for administering the grant and overseeing all related expenditures.

I recommend your favorable consideration and approval of the acceptance of this grant.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. J. Van Campen', with a long horizontal flourish extending to the right.

Robert J. Van Campen
Mayor

January 29, 2026

City of Everett, Massachusetts CITY COUNCIL



Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type:
Order

Be it
Ordered: BY City Council OF THE CITY OF EVERETT, as
follows:

That the City hereby accepts a **Fifty Thousand Dollar (\$50,000)** **FY2026 Radio Grant** awarded pursuant to line item 8324-0050 of the FY2026 General Appropriations Act and administered by the Massachusetts Department of Fire Services, to support upgrades to fire department communications equipment, including Channel 2 improvements and the evaluation and potential acquisition of mobile communications equipment; and that the Mayor or his designee is authorized to execute any and all documents necessary to accept and administer said grant; and to take any other action relative thereto.

#5 - C0036-26

Ways and Means Committee
February 12, 2026

The Committee on Ways and Means met on Thursday, February 12, 2026 at 6:00pm in the City Council Chambers at City Hall.

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

Members present were Councilor Stephanie Smith, presiding; Councilors Vivian Nguyen, Katy Rogers and Peter Pietrantonio.

The Committee met on an Order offered by Councilor Stephanie Smith, as President: An Order to accept and expend the FY2026 Radio grant from the Massachusetts Department of Fire Services in the amount of \$50,000.00 to support an upgrade of fire department's communications equipment.

Chairperson Smith informed the Committee that she spoke to Fire Chief Joseph Hickey earlier in the day and he informed her that this grant was a reoccurring grant the Fire Department receives every year. He explained that the grant would be used to support improvements to the Fire Department's emergency communication infrastructure, including updates to Channel 2 and the evaluation and potential acquisition of a mobile repeater and/or mobile radios. He stated further that these upgrades are critical to maintaining reliable, interoperable communication systems for emergency responders and will enhance public safety operations throughout the City.

The Committee voted: to report back to the City Council with a recommendation for Favorable action.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0046-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order requesting approval to re-purpose a total of \$1,028,317.30 in remaining balances (cost savings) from various completed Everett Public Schools capital improvement projects as attached

Background and Explanation:

Attachments:



Robert Van Campen
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ Mayor.Robert.VanCampen@ci.everett.ma.us

February 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I respectfully submit for your consideration a request to repurpose a total of \$1,028,317.30 in remaining balances (cost savings) from various completed Everett Public Schools capital improvement projects.

Everett Public Schools intends to apply these funds towards the following projects:

- Whittier Bathrooms: \$208,317.30
- District-wide Roofing: \$120,000
- District-wide Elevator Modernization: \$500,000
- District-wide Floor Replacement: \$200,000

I am submitting for your information a memo from Superintendent Hart providing more details and about these capital improvement projects. City and school staff will be available at your request to answer any questions you may have.

Respectfully submitted,

Robert Van Campen
Mayor



February 4, 2026
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councillor Stephanie Smith, as President

Bill Number:
Bill Type: Order

Be it
Ordered: BY City Council OF THE CITY OF EVERETT, as
follows:

Repurpose \$1,028,317.30 in available balances from completed
Everett Public Schools Capital Improvement Projects to the
following projects:

- Whittier Bathrooms: \$208,317.30
- District-wide Roofing: \$120,000
- District-wide Elevator Modernization: \$500,000
- District-wide Floor Replacement: \$200,000



EVERETT PUBLIC SCHOOLS
Superintendent William D. Hart

January 6, 2026

The Honorable Mayor Robert Van Campen
Mayor's Office
484 Broadway
Everett, MA 02149

Dear Mayor Van Campen,

This overview supports the request to repurpose **\$1,028,317.30** in available, unencumbered balances from current capital projects to better meet the immediate capital needs of Everett Public Schools.

There is an immediate need to redirect these balances to the critical work needed at the Whittier School and to revise the titles of selected projects to further maximize our investment in the facilities that serve students, staff, and families.

- 1. Request approval to repurpose unencumbered balances from five completed Capital Improvement Projects listed below to support a critical and time-sensitive school project at the Whittier School.**

No.	Project Code	Description	Amount
1	7374	FY23 Central Storage	143,709.30
2	7375	FY23 Keverian Health Center	3,750.00
3	7376	FY23 Lafayette Library	5,000.00
4	7642	FY23 High School Boiler	28,438.00
5	7667	FY24 High School Replacement of Controls	27,420.00
TOTAL			208,317.30

The repurposed funds and the authorization for the new school project below will allow us to move forward with essential upgrades to the Whittier bathrooms. These funds will replace all toilets and sinks in the communal bathrooms on the first, second, and third floors, fixtures that have remained unchanged since the school was built in 1976 and are now well beyond their service life.

No.	Project Code	Description	Amount
1	N/A	FY26 Whittier Bathrooms	208,317.30

BACKGROUND DETAILS SUPPORTING THE NEED TO REPURPOSE CAPITAL IMPROVEMENT PROJECT FUNDS:

7374 - FY23 CENTRAL STORAGE

- Original Budget: \$400,000.00
- **REPURPOSE REQUEST: \$143,709.30**
The City Council has already approved the repurposing of **\$203,614.29** to cover costs related to the School District Shades project. There remains an unencumbered balance of **\$138,709.30** and an open purchase order of **\$5,000** for architect fees associated with the project.

7375 - FY23 KEVERIAN HEALTH CENTER

- Original Budget: \$300,000.00
- **REPURPOSE REQUEST: \$3,750.00**
The City Council has already approved the repurposing of **\$285,000** to cover costs related to the School District Shades project, the School IT Infrastructure Improvement Project, and the School Districtwide Fencing Improvement Project. The remaining balance of **\$3,750** represents an open purchase order for architect fees associated with the original project.

7376 - FY23 LAFAYETTE LIBRARY

- Original Budget: \$65,000.00
- **REPURPOSE REQUEST: \$5,000.00**
The City Council has already approved the repurposing of **\$45,000** to cover costs related to the School Districtwide Fencing Improvement Project. The remaining balance of **\$5,000** represents an open purchase order for architect fees associated with the project.

7642 - FY23 HIGH SCHOOL BOILER

- Original Budget: \$185,000.00
- **REPURPOSE REQUEST: \$28,438.00**
The project is complete and came in under budget.

7667 - FY24 HIGH SCHOOL REPLACEMENT OF CONTROLS

- Original Budget: \$1,200,000.00
- **REPURPOSE REQUEST: \$27,420.00**
The project is complete and came in under budget.

2. Request approval to repurpose the unencumbered balances from the three Capital Improvement Projects listed below and to revise the titles of these projects to support additional critical and time-sensitive districtwide school needs.

No.	Project	Description	Project Budget	Unencumbered Balance	Project Title & Scope Requested Change
1	7641	FY23 High School Gym Roof	120,000.00	120,000.00	FY26 Districtwide Roof Repairs
2	7665	FY24 High School Elevators	500,000.00	500,000.00	FY26 Districtwide Elevator Modernization
3	7670	FY24 Devens School Gym Floor	200,000.00	200,000.00	FY26 Districtwide Floor Repairs
		TOTAL	820,000	820,000	

BACKGROUND DETAILS SUPPORTING THE REPURPOSING OF CAPITAL IMPROVEMENT FUNDS AND ADJUSTING PROJECT TITLES AND SCOPES TO ADDRESS DISTRICTWIDE NEEDS:

7641- FY23 HIGH SCHOOL GYM ROOF

- Original Budget: \$120,000.00
- **REPURPOSE REQUEST: \$120,000**

We request approval to repurpose these funds toward **FY26 DISTRICTWIDE ROOF REPAIRS**. The original scope of this project limits our Facility Management staff's ability to maximize the use of funds for the improvement of all school roofs.

A recent inspection of school facilities identified repair needs at multiple schools, including an emergency repair at the Lafayette School estimated at **\$44,000**. The repurposed funds from this project will be used to address these urgent and necessary roof repairs, allowing us to more effectively maintain and protect district facilities.

7665 - FY24 HIGH SCHOOL ELEVATORS

- Original Budget: \$500,000.00
- **REPURPOSE REQUEST: \$500,000**

We request approval to repurpose these funds toward **FY26 DISTRICTWIDE ELEVATOR MODERNIZATION**. The prior administration had planned to replace the entire freight elevator at the Everett High School. It was subsequently determined that expanding the scope of this project to include the modernization of additional elevators across the district would better serve the District's long-term facility needs.

As the buildings continue to age, the condition of the elevators has declined. Although these elevators continue to pass annual state inspections, securing replacement parts for necessary repairs has become increasingly challenging. This item will use the funds repurposed above to support the modernization of the elevators at the Parlin and Whittier Schools.

7670- FY24 DEVENS SCHOOL GYM FLOOR

- Original Budget: \$200,000.00
- **REPURPOSE REQUEST: \$200,000**

We request approval to repurpose these funds toward **FY26 DISTRICTWIDE FLOOR REPAIRS**. The prior administration had planned to replace the gym floor at the Devens School. It was subsequently determined that expanding the scope of this project to support other critical facility improvements would better serve the District's long-term needs.

The repurposed funds will be used for addressing necessary floor replacement projects at several schools, including the replacement of flooring in three kindergarten classrooms at the Madeline English School. This approach maximizes the impact of the original allocation and supports key facility improvements across the district.

Thank you for your consideration and attention to this matter. It is greatly appreciated.

Sincerely,

William D. Hart
Superintendent

#6 - C0046-26

Ways and Means Committee
February 12, 2026

The Committee on Ways and Means met on Thursday, February 12, 2026 at 6:00pm in the City Council Chambers at City Hall.

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

Members present were Councilor Stephanie Smith, presiding; Councilors Vivian Nguyen, Katy Rogers and Peter Pietrantonio.

The Committee met on an Order offered by Councilor Stephanie Smith, as President: An Order requesting approval to re-purpose a total of \$1,028,317.30 in remaining balances (cost savings) from various completed Everett Public Schools capital improvement projects.

School Superintendent of Finance Chris Barrett and School Director of Finance Rob Moreschi were also present.

Councilor Pietrantonio asked how long has the balances for these completed projects been building up and Mr. Barrett explained that they were part of the City's 5 year Capital Improvement Plan for the periods of FY23 through FY24 and that they were looking to re-purpose the unexpended funds by putting them to good use for the bathrooms, roof, elevator and floor repairs. Councilor Rogers announced that since these unexpended funds had already been allocated and approved by the City Council that she was fully in favor of the School Department moving forward with these necessary repairs. Chairperson Smith asked if there were other CIP accounts with open funds and Mr. Barrett responded yes and mentioned that there had been about \$20 million in approved Capital Improvement projects for the School Department. Chairperson Smith asked if any of the unexpended funds were getting interest if they weren't being used and Mr. Barrett indicated that he didn't know. Chairperson Smith remarked that she would love to see the unexpended funds re-purposed as requested for the school needs listed.

The Committee voted: to report back to the City Council with a recommendation for Favorable action.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0028-26

To: Mayor and City Council

From: Councilor Holly D. Garcia

Date: January 26, 2026

Agenda Item:

That the Addiction Recovery Resource Specialist Paul Guarino from the Everett Fire Department Roadmap to Recovery appears at our next Government Operations, Public Service, & Public Safety meeting to discuss the 2025 data for calls and placements

Background and Explanation:

Attachments:

EVERETT FIRE DEPARTMENT

2025 OVERDOSE INCIDENT REPORT



PAUL GUARINO (ROADMAP TO RECOVERY)

ADDICTION RESOURCE SPECIALIST

2025 OVERDOSE INCIDENTS (327 CODE)

JANUARY)	3
FEBRUARY)	2
MARCH)	3
APRIL)	3
MAY)	4
JUNE)	1
JULY)	1
AUGUST)	3
SEPTEMBER)	3
OCTOBER)	1
NOVEMBER)	5
DECEMBER)	5

TOTAL INCIDENTS) 34

RECAP: From January 1,2025- December 31,2025, the Everett Fire Department had responded to **34** overdose-related incidents. The monthly average overdose response for 2025 is 2.8 and the average weekly overdose related incidents is 0.65.

2025 OVERDOSE INCIDENTS WITH USE OF NARCAN(328 CODE)

RECAP: 328 is the code used for local administration of Narcan in the Everett Fire Department. Out of the **34** overdose incidents that EFD responded to, **21** were coded as 328, where EFD administered Narcan at these events.

A Total of **25** doses of Narcan 4mg/ml were dispersed during these **21** events where EFD administered Narcan.

OVERDOSE INCIDENTS FROM PAST 8 YEARS:

2018) 130 INCIDENTS

2019) 100 INCIDENTS

2020) 109 INCIDENTS

2021) 111 INCIDENTS

2022) 106 INCIDENTS

2023) 88 INCIDENTS

2024) 40 INCIDENTS

2025) 34 INCIDENTS

DEMOGRAPHIC DATA FOR 2025 OVERDOSE INCIDENTS:

MALE-20

FEMALE-14

AGE RANGE:

20-29-----7 individuals

30-39-----9 individuals

40-49-----13 individuals

50-59-----5 individuals

From the 34 incidents recorded, 30 of these individuals were Everett residents and 4 were non-Everett residents.

Also from our surrounding towns in which we collaborate with, there were 6 Everett residents that had an overdose incident in another town.

From the reported 34 overdose incidents that EFD responded to, there were 4 fatal incidents.

WE HAVE CONTINUED TO TRACK THE DATA WITH FIRE TRACK AND THE EVERETT POLICE DEPARTMENT. WITH THE COLLABORATION BETWEEN THE TWO DEPARTMENTS, WE ARE COLLECTING AN ACCURATE DATA SET TO BE ABLE TO APPLY IMPROVEMENTS AND GROWTH TO THE PROGRAM.

THE DATA TRACKING IS ONE MAJOR PIECE OF THE PUZZLE, BUT AFTER EACH OVERDOSE IN THE CITY, IT IS THEN FOLLOWED UP WITH A HOUSE VISIT TO THE ADDRESS IN WHICH WAS REPORTED TO ENGAGE WITH THE INDIVIDUAL AND THEIR FAMILY TO PROVIDE SUPPORT SERVICES AND OFFER TREATMENT OPTIONS.

RESPONSES TO OVERDOSE INCIDENTS BY APPARATUS:

ENGINE 1----3

LADDER 1----6

ENGINE 2----7

ENGINE 3----10

LADDER 2----4

AMBULANCE (1)--23

HIGHLIGHTS FROM 2025 EFD ROADMAP TO RECOVERY:

- 1) **19 INDIVIDUALS INTO DETOX FACILITIES**
- 2) **15 INDIVIDUALS INTO SOBER HOME LIVING WITH GRANT MONIES (SOBER HOMES UTILIZED: OUT OF SHADOWS (EVERETT), MIDDLESEX TRANSTIONS (EVERETT), CHELSEA HOUSE (LYNN AND CHELSEA), RUTHS WAY (WAKEFIELD),), AMERICA SOBER (LYNN), SOLUTIOS TO RECOVERY (STONEHAM) NEW CHAPTERS (EVERETT). USUALLY EACH INDIVIDUAL IS GIVEN UPTO 1 MONTH SCHOLARSHIP FOR HOUSING.**
- 3) **EVENTS: OVERDOSE AWARENESS DAY (HELD AT CITY HALL 8/28/25)**

STOP THE STIGMA DAY (HELD AT REC CENTER 9/25/25) AND HELD AT MULTIPLE SCHOOLS IN THE DISTRICT DURING THE WEEK WHERE MYSELF, AND ERIC MAZZEO (ASSISTANT DIRECTOR OF YOUTH PREVENTION) TALKED TO THE YOUTH ABOUT THE IMPORTANCE OF STIGMA, AND WHAT IT REPRESENTS AND HAVING YOUTH MAKE BETTER HEALTHY DECISIONS, AND GETTING CONNECTED TO THEIR COMMUNITY.

- 4) **MULTIPLE NARCAN TRAININGS AND TALKS WITH EHS STUDENTS AND TEACHERS THROUGHOUT THE SCHOOL YEAR. THE GOAL OF THESE TRAININGS WAS TO ENGAGE WITH EHS STUDENTS AND TEACHERS ON WHAT THE MEANING OF HARM REDUCTION IS AND HOW THE LIFESAVING DRUG NARCAN WORKS.THE NEED TO SPREAD AWARENESS TO ALL HIGH SCHOOL STUDENTS ABOUT FENTANYL, THE DANGERS OF COUNTERFEIT PILLS AND THE USE OF NARCAN IS VITAL.**
- 5) **NARCAN TRAINING TO ALL EVERETT SCHOOL NURSES HELD AT HEALTH DEPARTMENT IN AUGUST.**
- 6) **NARCAN TRAINING AND PRESENTATION AT SAUGUS-EVERETT ELKS LODGE WITH SENIORS ABOUT THE EFFECTS OF SUBSTANCE USE ON INDIVIDUALS AND THE COMMUN ITY.(HELD IN APRIL)**
- 7) **IMPLEMENATION OF STARTING UP A MONTHLY HUB MEETING WITH EPD, AND IDENTIFYING HIGH RISK INDIVIDUALS AND GETTING THEM THE HELP AND RESOURCES THEY NEED AND GET ACCESS TO.**
- 8) **WEEKLY VISITS FROM MYSELF TO LOCAL SOBER HOMES TO STAY ENGAGED WITH THOSE INDIVIDUALS TO KEEP THEM ON THE RIGHT PATH.**
- 9) **AS MENTIONED PREVIOUSLY IN REPORT, EVERY OVERDOSE INCIDENT IS FOLLOWED UP ON IN COLLORBORATION WITH OUR HARM REDUCTION OUTREACH WORKER FROM FENWAY HEALTH(Access Drug User Health Program) IN WHICH A DOOR KNOCK OR PHONE CALL IS MADE TO INTERACT WITH THAT PERSON TO GET THEM THE HELP OR RESOURCES THEY MIGHT NEED IF SO BE.**
- 10) **IN JUNE, EFD WAS TRAINED IN TACTICAL COMPASSION-DE-ESCALATION SKILLS FOR FIREFIGHTERS. THE GOAL OF THESE TRAININGS WAS DESIGNED TO EQUIP FIRST RESPONDERS WITH THE KNOWLEDGE AND TOOLS TO RECOGNIZE SIGNS OF MENTAL HEALTH CHALLENGES AND EFFECTIVELY DE-ESCALATE CRISES IN THE FIELD.**

EVERETT FIRE DEPARTMENT
LOG SEARCH REPORT

v5.5g

action code: 327 EMS OVERDOSE grp: ALL off: ALL unit:
ALL

geo code: ALL to: from: 01/01/25 to: 12/31/25
where: ALL string:

	date	s	case#	geo	loc#	location	
(1)	01/01/25	A	170761	3321	9884	172 RUSSELL ST	
(2)	01/02/25	B	170808	3220	8189	2 MEADER RD	
(3)	01/18/25	A	171264	2520	18906	45 SWAN ST	
(4)	02/19/25	C	172233	3320	11611	34 VETERANS AV	
(5)	02/26/25	B	172428	2620	16428	93 TREMONT ST	A
(6)	03/14/25	C	172887	2	8383	51 MYRTLE ST	1
(7)	03/23/25	A	173132	4530	16424	19 HANCOCK ST	304
(8)	03/31/25	A	173369	3	8520	94 NICHOLS ST	2-L
(9)	04/17/25	C	173849	2510	1712	111 BUCKNAM ST	
(10)	04/22/25	C	173973	4520	16338	21 STAPLES AV	FLR 3
(11)	04/29/25	C	174169	1	15661	1 BROADWAY ST	
(12)	05/02/25	B	174247	2620	15653	22 ELM RD	2
(13)	05/11/25	C	174488	2630	14591	410 BROADWAY ST	
(14)	05/24/25	B	174872	3210	9763	25 ROSEDALE AV	
(15)	05/27/25	A	174943	1120	11330	107 UNION ST	
(16)	06/23/25	C	175736	1120	13549	0 EVERETT AV	
(17)	07/18/25	B	176493	3	10728	15 STEVENSON AV	2
(18)	08/10/25	A	177114	5200	15661	1 BROADWAY ST	MAIN
(19)	08/15/25	A	177242	4410	9293	21 PORTER ST	1
(20)	08/27/25	B	177602	1	11268	32 TUFTS AV	C
(21)	09/05/25	C	177863	2530	11953	31 WARREN ST	1
(22)	09/06/25	C	177883	4420	8923	30 PARKER ST	2
(23)	09/17/25	C	178201	4530	16424	19 HANCOCK ST	
(24)	10/11/25	C	178838	5200	15661	1 BROADWAY ST	
(25)	11/03/25	B	179479	5100	15863	135 BROADWAY ST	204
(26)	11/03/25	C	179490	3420	13148	0 BROADWAY ST	
(27)	11/09/25	B	179649	4411	1903	41 CARLSON ST	
(28)	11/15/25	C	179806	3210	9681	11 ROAD B ST	
(29)	11/30/25	A	180177	5200	15661	1 BROADWAY ST	
(30)	12/01/25	C	180227	1130	14218	188 CHELSEA ST	
(31)	12/04/25	B	180303	2530	9195	20 PLEASANT ST	
(32)	12/13/25	B	180563	1130	12765	51 WOLCOTT ST	2
(33)	12/20/25	C	180768	1110	18646	15 ORANGE CT	2
(34)	12/21/25	B	180775	3210	9681	11 ROAD B ST	

EVERETT FIRE DEPARTMENT
LOG SEARCH REPORT

v5.5g

action code: 328 EMS NARCAN ADMINISTE grp: ALL off: ALL unit:
ALL

geo code: ALL to: from: 01/01/25 to: 12/31/25

where: ALL string:

	date	s	case#	geo	loc#	location	
(1)	01/01/25	A	170761	3321	9884	172 RUSSELL ST	
(2)	01/02/25	B	170808	3220	8189	2 MEADER RD	
(3)	01/10/25	B	171041	1130	13330	2010 REVERE BEACH PW	
(4)	02/17/25	B	172142	1130	16339	1850 REVERE BEACH PW	
(5)	02/26/25	B	172428	2620	16428	93 TREMONT ST	A
(6)	03/14/25	C	172887	2	8383	51 MYRTLE ST	1
(7)	03/23/25	A	173132	4530	16424	19 HANCOCK ST	304
(8)	05/11/25	C	174488	2630	14591	410 BROADWAY ST	
(9)	07/18/25	B	176493	3	10728	15 STEVENSON AV	2
(10)	08/10/25	A	177114	5200	15661	1 BROADWAY ST	MAIN
(11)	08/15/25	A	177242	4410	9293	21 PORTER ST	1
(12)	08/26/25	A	177544	3230	8588	156 NICHOLS ST	
(13)	08/27/25	B	177602	1	11268	32 TUFTS AV	C
(14)	09/05/25	C	177863	2530	11953	31 WARREN ST	1
(15)	09/06/25	C	177883	4420	8923	30 PARKER ST	2
(16)	10/11/25	C	178838	5200	15661	1 BROADWAY ST	
(17)	11/03/25	C	179490	3420	13148	0 BROADWAY ST	
(18)	11/09/25	B	179649	4411	1903	41 CARLSON ST	
(19)	11/15/25	C	179806	3210	9681	11 ROAD B ST	
(20)	11/22/25	B	180009	5200	15661	1 BROADWAY ST	
(21)	12/01/25	C	180227	1130	14218	188 CHELSEA ST	
(22)	12/26/25	A	180884	2530	8651	76 NORWOOD ST	KITCHEN

As of May 19, 2025, the Everett Fire Department has added a **325** code which is signified for EDP (Emotionally Disturbed Patient). (See attached call log) This has been added since the uptick on these calls and seeing the need for the help for these individuals. These calls range in a different array of situations, i.e. suicidal ideation, psychosis, schizophrenia, depression, anxiety and substance use disorder. The need for more resources for these individuals is of utmost priority since the huge uptick of number of calls EFD personnel have gone on. By tracking these incidents, it shows the need for more support and resources to help and treat these individuals to help them navigate the mental health resources out there.

As of now, the EPD (Everett Police Department) is in process looking for a mental health social worker to facilitate with these calls but as numbers and calls go up, the city is in need for a full-time mental health clinician and more support for our EFD members in dealing with these patients as this seems to be a rising concern. As these calls go up, the calls for overdose incidents have gone drastically down over the past few years, which is a great thing. But a need is for more help on the mental health aspect.

We envision a future when everyone with a mental illness will recover, a future when mental illnesses can be prevented or cured, and a future when everyone with a mental illness at any stage of life has access to effective treatment and supports essentials for living, working, learning and participating fully in the community.

EVERETT FIRE DEPARTMENT
LOG SEARCH REPORT

v5.5g

action code: 325 EDP/PSYCH grp: ALL off: ALL unit:
ALL
geo code: ALL to: from: 05/19/25 to: 12/31/25
where: ALL string:

	date	s	case#	geo	loc#	location	
(1)	05/19/25	B	174707	5200	15661	1 BROADWAY ST	
(2)	05/20/25	A	174730	5200	15661	1 BROADWAY ST	
(3)	05/20/25	A	174732	3	17398	100 ELM ST	
(4)	05/20/25	B	174745	1110	5307	12 GEORGE ST	
(5)	05/21/25	B	174773	5200	15471	128 BROADWAY ST	
(6)	05/22/25	B	174829	1	10052	77 SCHOOL ST	A-2
(7)	05/24/25	A	174868	1	10050	73 SCHOOL ST	3
(8)	05/24/25	C	174886	3320	3756	148 ELM ST	2
(9)	05/24/25	C	174893	3315	3970	56 ESTES ST	1
(10)	05/25/25	B	174911	5100	13759	0 MYSTIC ST	
(11)	05/26/25	B	174928	3220	15858	66 REED AV	1
(12)	05/30/25	B	175045	4530	16424	19 HANCOCK ST	311
(13)	05/31/25	B	175070	3330	14391	45 ELM ST	
(14)	05/31/25	C	175073	3220	2525	4 CHESTNUT PL	
(15)	06/02/25	A	175101	3330	3759	153 ELM ST	1
(16)	06/03/25	C	175170	3330	14391	45 ELM ST	
(17)	06/07/25	C	175306	5200	15661	1 BROADWAY ST	
(18)	06/11/25	C	175413	3210	13647	0 LINCOLN ST	
(19)	06/13/25	A	175463	3	15417	45 ELM ST	
(20)	06/17/25	A	175532	5200	15661	1 BROADWAY ST	
(21)	06/19/25	B	175608	3210	13635	0 LAWRENCE ST	
(22)	06/20/25	A	175624	1121	11783	227 VINE ST	1
(23)	06/20/25	C	175640	3	19455	537 FERRY ST	
(24)	06/23/25	A	175698	3210	12889	121 WOODLAWN ST	
(25)	06/23/25	B	175706	4520	10690	15 STAPLES AV	44
(26)	06/23/25	B	175710	3330	18561	289 ELM ST	209A
(27)	06/23/25	C	175734	3330	14391	45 ELM ST	
(28)	06/24/25	B	175759	2530	20002	76 NORWOOD ST	101
(29)	06/25/25	A	175783	3320	11623	54 VETERANS AV	
(30)	06/25/25	B	175791	2530	16037	19 NORWOOD ST	
(31)	06/25/25	B	175792	4220	4627	535 FERRY ST	
(32)	06/25/25	B	175793	2530	20002	76 NORWOOD ST	101
(33)	06/25/25	B	175795	4220	19455	537 FERRY ST	1
(34)	06/25/25	B	175798	3330	14231	47 ELM ST	
(35)	06/25/25	C	175816	2530	3684	19 ELLSWORTH ST	1
(36)	06/27/25	B	175863	2530	20002	76 NORWOOD ST	
(37)	06/27/25	A	175867	3	2525	4 CHESTNUT PL	
(38)	06/28/25	A	175880	2530	20002	76 NORWOOD ST	101
(39)	06/28/25	B	175887	1130	9575	59 REVERE ST	
(40)	06/28/25	B	175890	2530	20002	76 NORWOOD ST	101
(41)	06/28/25	B	175891	3	13183	0 CHATHAM RD	
(42)	06/28/25	C	175898	3	14391	45 ELM ST LOBBY	
(43)	06/30/25	C	175960	1130	13925	0 TERMINAL ST	
(44)	07/02/25	B	175997	1130	17443	102 MILL RD OUTSIDE	

(45)	07/02/25	C	176016	1110	2967	26 CLINTON ST	
(46)	07/03/25	A	176021	1110	14339	0 COTTAGE ST	
(47)	07/03/25	C	176034	3330	14391	45 ELM ST LOBBY	
(48)	07/03/25	C	176037	4220	14421	543 FERRY ST	
(49)	07/06/25	B	176098	5200	15661	1 BROADWAY ST	
(50)	07/06/25	C	176113	3	11298	21 UNION ST	
(51)	07/07/25	A	176122	3	15586	43 ELM ST	
(52)	07/07/25	A	176128	1130	13331	2034 REVERE BEACH PW	
(53)	07/08/25	B	176180	2530	3502	34 DEVENS ST	
(54)	07/08/25	C	176191	3320	46	24 ADAMS AV	2
(55)	07/10/25	B	176242	3330	14391	45 ELM ST	
(56)	07/11/25	C	176307	3330	15417	45 ELM ST	
(57)	07/15/25	B	176395	5200	15661	1 BROADWAY ST	
(58)	07/18/25	C	176512	3310	5400	76 GLEDHILL AV	1-R
(59)	07/21/25	B	176577	1120	11373	161 UNION ST	2
(60)	07/21/25	C	176604	3210	5106	39 FREMONT AV	3
(61)	07/24/25	A	176664	2630	9265	26 PLYMOUTH ST	
(62)	07/26/25	B	176742	3310	15443	881 BROADWAY ST	
(63)	07/26/25	B	176748	2510	1711	111 BUCKNAM ST	2
(64)	07/26/25	B	176749	2620	7794	256 MAIN ST	
(65)	07/26/25	B	176753	2620	18381	154 MAIN ST	
(66)	07/27/25	C	176784	1110	13076	0 ARGYLE ST	
(67)	07/29/25	A	176805	1	13400	0 DEXTER ST	
(68)	07/30/25	C	176869	3	860	14 BERWICK CT	
(69)	08/06/25	B	177020	4410	10202	31 SEA ST	
(70)	08/06/25	C	177026	3210	15462	205 FERRY ST	
(71)	08/08/25	B	177068	1230	5792	42 HAMILTON ST	
(72)	08/09/25	C	177104	3210	13721	0 MAGNOLIA CT	
(73)	08/12/25	C	177192	3320	29	72 ABBOTT AV	
(74)	08/17/25	C	177317	1	11726	165 VINE ST	1
(75)	08/18/25	B	177330	2510	1711	111 BUCKNAM ST	2
(76)	08/21/25	B	177416	1	1005	130 BOW ST	
(77)	08/21/25	B	177430	5100	16895	2 MYSTIC VIEW RD	
(78)	08/22/25	B	177444	3321	9899	205 RUSSELL ST	
(79)	08/22/25	B	177445	2530	14707	37 NORWOOD ST	
(80)	08/23/25	A	177457	1110	10892	86 SUMMER ST	1
(81)	08/24/25	B	177504	320	14604	0 FERRY ST	
(82)	08/24/25	C	177506	3330	14391	45 ELM ST LOBBY	
(83)	08/25/25	C	177539	320	14604	0 FERRY ST	
(84)	08/26/25	C	177569	3	4869	64 FOSTER ST	1
(85)	08/29/25	A	177646	5100	16390	30 BEACHAM ST	405
(86)	08/29/25	C	177663	3330	14391	45 ELM ST	
(87)	08/30/25	A	177673	3315	3971	56 ESTES ST	
(88)	08/30/25	C	177688	2	5953	126 HANCOCK ST	2
(89)	09/01/25	C	177741	2610	619	11 BEACON ST	
(90)	09/01/25	C	177742	4510	805	187 BELMONT ST	2
(91)	09/03/25	C	177793	4420	13980	0 WALNUT ST	
(92)	09/04/25	C	177832	3210	9702	44 ROAD B ST	
(93)	09/06/25	C	177886	3330	14391	45 ELM ST LOBBY	
(94)	09/08/25	B	177917	5200	15661	1 BROADWAY ST	
(95)	09/08/25	B	177935	3330	18561	289 ELM ST 203A	
(96)	09/11/25	C	178032	4220	16736	430 FERRY ST	1
(97)	09/11/25	C	178033	4220	16736	430 FERRY ST	1
(98)	09/12/25	A	178034	1110	9236	7 PLUMER ST	

(99)	09/12/25	B	178049	2530	20002	76 NORWOOD ST	101
(100)	09/12/25	B	178050	3220	6539	21 HILLSIDE AV	
(101)	09/12/25	B	178051	4220	17418	450 FERRY ST	104
(102)	09/13/25	A	178071	3330	15498	0 WASHINGTON AV	
(103)	09/15/25	C	178130	1121	11726	165 VINE ST	1
(104)	09/16/25	C	178164	3210	13637	0 LAWRENCE ST	
(105)	09/17/25	A	178173	2	5880	24 HANCOCK ST	2
(106)	09/18/25	B	178220	3330	14391	45 ELM ST	
(107)	09/19/25	B	178230	2510	5880	24 HANCOCK ST	2
(108)	09/19/25	C	178236	4220	19455	537 FERRY ST	1
(109)	09/22/25	B	178290	4220	14127	453 FERRY ST	
(110)	09/22/25	B	178293	3210	5251	38 GARLAND ST	
(111)	09/23/25	B	178330	3220	925	2 BLANCHARD AV	
(112)	09/23/25	C	178352	3330	14391	45 ELM ST	
(113)	09/24/25	B	178359	3320	17398	100 ELM ST	
(114)	09/24/25	C	178366	2610	4060	37 EVERETT ST	
(115)	09/25/25	C	178391	4520	18523	15 STAPLES AV	REAR
(116)	09/25/25	C	178396	3320	13920	0 SYCAMORE ST	
(117)	09/28/25	A	178447	3330	15417	45 ELM ST	
(118)	09/28/25	C	178460	2620	12729	79 WINTHROP ST	
(119)	09/28/25	C	178462	2620	607	6 BALDWIN TR	
(120)	09/30/25	B	178512	1130	13315	173 CHELSEA ST	
(121)	10/02/25	C	178571	1110	8004	36 MANSFIELD ST	
(122)	10/03/25	A	178575	2630	13220	0 COREY ST	
(123)	10/03/25	B	178581	2530	14494	524 BROADWAY ST	
(124)	10/04/25	B	178610	2530	14408	11 NORWOOD ST	
(125)	10/04/25	C	178619	3321	9899	205 RUSSELL ST	
(126)	10/06/25	B	178663	2510	1711	111 BUCKNAM ST	
(127)	10/07/25	A	178695	2620	11219	53 TREMONT ST	
(128)	10/07/25	B	178716	2610	4060	37 EVERETT ST	
(129)	10/08/25	B	178740	3330	18561	289 ELM ST	DINING
(130)	10/08/25	C	178757	3330	15417	45 ELM ST	CELL
(131)	10/09/25	B	178773	3320	17398	100 ELM ST	
(132)	10/09/25	B	178778	1130	17253	90 CHELSEA ST	
(133)	10/10/25	A	178788	5200	15661	1 BROADWAY ST	
(134)	10/10/25	C	178803	3210	15298	321 FERRY ST	
(135)	10/11/25	C	178824	2530	14494	524 BROADWAY ST	
(136)	10/11/25	C	178835	3330	14391	45 ELM ST	
(137)	10/13/25	B	178866	2620	190	15 APPLETON ST	2
(138)	10/13/25	C	178873	1230	493	27 BAKER RD	
(139)	10/14/25	B	178885	3	19455	537 FERRY ST	1
(140)	10/14/25	B	178891	3220	9418	20 PROSPECT ST	B
(141)	10/14/25	C	178911	1130	9546	20 REVERE ST	2
(142)	10/17/25	A	178991	4220	4580	450 FERRY ST	104
(143)	10/18/25	C	179034	3	14127	453 FERRY ST	
(144)	10/20/25	B	179077	3330	15417	45 ELM ST	
(145)	10/20/25	C	179084	1	13348	100 BROADWAY ST	
(146)	10/21/25	C	179117	2510	6993	107 KINSMAN ST	
(147)	10/23/25	A	179156	3320	1846	36 CALHOUN AV	
(148)	10/26/25	A	179255	2630	10050	73 SCHOOL ST	3
(149)	10/29/25	B	179345	1230	18802	46 FLORENCE ST	
(150)	10/29/25	B	179347	2510	16431	72 HANCOCK ST	BSMNT
(151)	10/29/25	B	179352	3310	9401	9 PROCTOR RD	
(152)	10/30/25	B	179373	2620	19960	5 AIRFORCE RD	1313

(153)	10/30/25	B	179378	5200	15661	1	BROADWAY ST	
(154)	11/01/25	B	179420	1130	16661	271	CHELSEA ST	LOBBY
(155)	11/01/25	C	179430	1110	3237	130	COTTAGE ST	2
(156)	11/03/25	A	179462	3315	5193	39	FULLER ST	
(157)	11/05/25	A	179535	5200	15661	1	BROADWAY ST	
(158)	11/05/25	A	179541	1130	9546	20	REVERE ST	
(159)	11/06/25	B	179580	4420	11855	8	WALNUT ST	21
(160)	11/14/25	B	179766	2510	16431	72	HANCOCK ST	
(161)	11/15/25	A	179787	5200	15661	1	BROADWAY ST	
(162)	11/15/25	C	179803	3315	3971	56	ESTES ST	2
(163)	11/17/25	C	179865	1130	13312	1885	REVERE BEACH PW	
(164)	11/18/25	B	179873	2510	1711	111	BUCKNAM ST	
(165)	11/19/25	A	179897	4420	5438	4	GLENDALE PL	
(166)	11/20/25	B	179961	5100	16390	30	BEACHAM ST	408
(167)	11/23/25	B	180030	3	11295	11	UNION ST	
(168)	11/24/25	C	180060	3220	9418	20	PROSPECT ST	1
(169)	11/27/25	C	180131	3	18561	289	ELM ST	
(170)	11/28/25	B	180135	5200	15661	1	BROADWAY ST	
(171)	12/01/25	B	180207	1	10050	73	SCHOOL ST	3
(172)	12/01/25	B	180208	2610	4060	37	EVERETT ST	
(173)	12/02/25	A	180238	2620	7277	40	LINDEN ST	2
(174)	12/03/25	C	180287	4410	9287	16	PORTER ST	L
(175)	12/05/25	C	180343	1130	16485	261	CHELSEA ST	6
(176)	12/06/25	C	180364	2620	7717	164	MAIN ST	2
(177)	12/06/25	C	180366	2620	7717	164	MAIN ST	2
(178)	12/08/25	C	180430	2510	14502	39	BUCKNAM ST	2
(179)	12/10/25	B	180484	3210	19501	62	LAWRENCE ST	
(180)	12/11/25	A	180500	3230	8535	104	NICHOLS ST	1
(181)	12/11/25	B	180508	3320	17398	100	ELM ST	
(182)	12/18/25	B	180700	3320	17398	100	ELM ST	
(183)	12/18/25	B	180709	3230	15269	20	NICHOLS ST	
(184)	12/18/25	C	180712	3330	18561	289	ELM ST LEAV	201
(185)	12/19/25	B	180741	3230	8559	122	NICHOLS ST	
(186)	12/20/25	C	180762	2610	4060	37	EVERETT ST	
(187)	12/27/25	B	180910	4530	16424	19	HANCOCK ST	209
(188)	12/27/25	C	180915	1120	6637	39	IRVING ST	1

#1-C0028-26

Government Operations, Public Safety & Public Service Committee
February 19, 2026

The Committee on Government Operations, Public Safety & Public Service met on Thursday, February 19, 2026 at 6:00pm in City Council Chambers.

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

Members present were Councilor Holly Garcia, presiding and Councilors Michele Capone, Stephanie Martins and Peter Pietrantonio.

The Committee met on a Resolution offered by Councilor Holly Garcia: That the Addiction Recovery Resource Specialist Paul Guarino from the Everett Fire Department Roadmap to Recovery appear at this meeting to discuss the 2025 data for calls and placements.

Addiction Recovery Resource Specialist Paul Guarino was also present.

Mr. Guarino noted that he had previously provided the members of the City Council with a copy of the 2025 Overdose Incident report and was prepared to discuss it earlier in the month but the meeting was cancelled due to a snowstorm. He informed the Committee that he began working with the Fire Department back in 2017 to help address the rampant overdose problem the City was confronted with at that time. He provided the Committee with a breakdown of overdose incidents from 2017 to 2025 with a high of 180 overdoses in 2017 to a low of 24 overdoses in 2025. He mentioned that of the 34 overdose incidents in 2025 that there were 25 doses of Narcan administered to 21 of those overdose incidents that occurred within that year. He explained that data tracking is one major piece of puzzle, but after each overdose in the City it is then followed up with a house visit to the address in which was reported to engage with the individual and their family to provide support services and offer treatment options. He listed a number of highlights from the 2025 EFD Roadmap to Recovery which included sending 19 individuals into detox facilities, 15 individuals into sober homes with grant monies, held overdose awareness day at City Hall and Stop the Stigma Day at the Recreation Center, held multiple Narcan training and talks with EHS students and teachers throughout the School year, held Narcan training to all School nurses at Health Department, held Narcan training at Saugus-Everett Elks for Seniors, started up a monthly hub meeting with Everett Police to identify high risk individuals and getting them the help and resources they need, performs weekly visits to sober houses to stay engaged with those individuals to keep them on the right path. Mr. Guarino also mentioned that the Everett Fire Department was trained in tactical compassion – de-escalation skills with the goal of these trainings designed to equip first responders with the knowledge and tools to recognize signs of mental health challenges and effectively de-escalate rises in the field. He also mentioned that the Everett Police Department is in the process of hiring a mental health social worker to facilitate with these types of calls. Chairperson Garcia stated that she was happy to hear of the progress being made in addressing these types of issues. Councilor Pietrantonio thanked Mr. Guarino for all the work he does and questioned how the grants were being used and Mr. Guarino explained that they were being used for sober homes, ad books and materials, retreats. Councilor Martins also thanked Mr. Guarino and mentioned the recent termination of the Substance Abuse Prevention Coordinator in the Board of Health and asked if Mr. Guarino was able to access any of the grant monies obtained through that position, however Mr. Guarino responded that he was unable to since he was an employee of the Fire

Department and those grants would be under the Board of Health umbrella. Councilor Martins asked if he would place individuals in sober homes in Everett and Mr. Guarino explained that he would try to place them outside of the City to get them out of their home environment. He informed the Committee that if anyone needs to Narcan to call him at 617-374-0489. Councilor Capone inquired to what he had planned for 2026 and Mr. Guarino explained that he would continue to do many of things previously mentioned which included recovery events and going to schools to speak to the students especially about the increasing problem of youth vaping. Councilor Pietrantonio wanted to know if his contact information was on City website and Mr. Guarino acknowledged that it was. Councilor Pietrantonio also gave a shout out to the work Eric Mazzeo has done in addressing substance abuse issues.

The Committee voted: To report back to the City Council with a recommendation to place on file.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0037-26

To: Mayor and City Council

From: Councilor Peter Pietrantonio

Date: February 9, 2026

Agenda Item:

That the Director or Inspectional Services appear at the next Government Operations, Public Service & Public Safety committee meeting to answer questions about the most recent snow storm.

Background and Explanation:

Attachments:

From: [David Palumbo](#)
To: [Michael Mangan](#); [Peter Pietrantonio](#)
Cc: [Scott Martinelli](#)
Subject: RE: ISD
Date: Tuesday, February 3, 2026 12:59:51 PM

Hi Peter,

Following up on your questions:

Plan for coverage after the storm:

Yes. Scott Martinelli requested that Code Enforcement come in one hour early on Monday morning and stay one hour later to assist with post-storm operations.

Staffing:

Five Code Enforcement inspectors were on duty. They were on the clock as part of a normal business day and are considered essential employees during snow emergencies.

Warnings issued:

A total of 40 warnings were given.

Tickets issued:

A total of 48 tickets were issued.

Please let me know if you need anything else

David Palumbo
Director of ISD/ Building Commissioner
City of Everett, MA 02149
Inspectional Services Department
617-394-2224
David.Palumbo@ci.everett.ma.us

-----Original Message-----

From: Michael Mangan <Michael.Mangan@ci.everett.ma.us>
Sent: Monday, February 2, 2026 9:21 AM
To: David Palumbo <David.Palumbo@ci.everett.ma.us>
Cc: Peter Pietrantonio <Peter.Pietrantonio@ci.everett.ma.us>
Subject: FW: ISD

Good morning Dave,

Councilor Pietrantonio would like you to appear at the next Government Operations committee meeting to answer some questions including the ones below. We have not scheduled a meeting for that committee as of yet. When we do, I will let you know.

Thanks, Mike

-----Original Message-----

From: Peter Pietrantonio <Peter.Pietrantonio@ci.everett.ma.us>
Sent: Monday, February 2, 2026 7:58 AM
To: Michael Mangan <Michael.Mangan@ci.everett.ma.us>
Subject: ISD

Mike

Can you send Dave Palermo a request for him to attend our next meeting. I have several questions about the last snow storm.

1. Did he have a plan for his group to come in the next day after the storm?
- 2 If so how many employees were on the clock?
- 3 How many warning did they give out?
- 4 How many tickets did they give out?

Peter Pietrantonio

Sent from my iPhone

✓ **Section 17-6A Removal of Snow From Sidewalks.**

(C0099-14; C0434-20; amended as part of October 2021 update)

- (a) This section shall only apply during a snow emergency as called by the police chief or his designee.
- (b) This section shall apply to all residences, businesses and all other properties abutting a paved sidewalk – including, but not limited to, properties owned by the Commonwealth of Massachusetts, all departments and agencies of the city, houses of worship and nonprofit entities. All provisions of this section shall apply to both natural and unnatural accumulations of snow.
- (c) The owner of land or of a building abutting any highway, street, lane, court, square or public way, where there is a footway or sidewalk duly established in the city shall make said sidewalk convenient for public use or travel by removing any accumulated snow thereon.
- (d) Sidewalks should be cleared to provide a minimum passage of 36 inches in width or approximately $\frac{2}{3}$ the sidewalk's width, whichever is less.
- (e) All snow must be removed from property described in subsections (b) and (c) of this section within 12 hours of the formal declaration that the snow emergency has ended or after the snowfall has ended, as applicable. In the event of an unusually heavy snowfall or other exigent circumstances, the time limit may be extended at the discretion of the executive director of the department of public works or his agent. All bus stops must be cleared within 24 hours of the formal declaration that the snow emergency has ended or after the snowfall has ended, as applicable.
- (f) Waiver. To qualify for a waiver, all owners of record must occupy the premises as their primary residence. Application for a waiver must be submitted, with all supporting documentation, to the office of assessing by the first day of November preceding the upcoming winter. If these 2 requirements are satisfied, waivers shall be granted in the following circumstances:
- (1) A waiver shall be awarded if all owners qualify for and receive the elderly exemption on their property taxes;
 - (2) A waiver shall be awarded if all owners are deemed physically incapable of complying with this section and whose combined annual income does not exceed 133 percent of the federal poverty level. A letter, from a medical doctor, stating that a disability exists that prevents the home owner from shoveling must be provided to the city;
 - (3) Owners of multi-unit residential dwellings shall be eligible for waivers if all of the following applies:
 - a. All owners of record occupy the premises as their primary residence; and
 - b. All owners of record meet criteria provided elsewhere in this provision.

Any waiver granted shall be valid for 1 year from the date of issuance. The office of assessing shall maintain a list of all waivers granted.

(g) Fines.

- (1) Whoever is in violation of this section shall be subject to a fine in accordance with MGL c.85, §5.
- (2) The first offense of this section shall be punished by warning.
- (3) Any subsequent offenses shall be punished by a fine of fifty dollars (\$50.00).
- (4) Each 24-hour period of continued violation, following notice of the initial violation to the owner by the city, shall constitute a separate offense for which a separate and additional

fine may be imposed.

- (5) The fine structuring system, as indicated above, shall restart with each declared snow emergency and/or separate snow event.
- (h) Appeals. Fines shall be appealed in accordance with MGL Chapter 40U.
- (i) Notice. The city shall publish an annual notice on the city's website and ECTV, in multiple languages, in Spanish, Haitian-Creole and Portuguese in the city during the months of October, November and December that snow and ice must be removed from sidewalks within 12 hours after snowfall has ended.
- (j) Severability. Should any subsection or portion of this section be declared invalid by a court of competent jurisdiction, that decision shall not affect the validity of the section as a whole or any part thereof, other than that portion so declared to be invalid.

Section 17-7 Fences or Buildings on Lines of Public Ways.

(Rev. Ords. 1976, Pt. 2, Ch. 17, § 23; Ord. of 11-27-95(3); A0173-12)

- (a) No person shall erect, or cause to be erected, any fence or building on the line of any public way without first ascertaining the bounds of the street from the city engineer.
- (1) If any encroachment shall be made upon any street or way, and the party making it neglects or refuses to remove the same after notice so to do, the city services commission may remove the same at the expense of the owner and shall cause the persons so offending to be prosecuted for such offense.
- (b) No person shall erect any fence to a height of less than eight (8) feet above ground level on any side that has barbed wire or razor wire mounted on the top of such fence.
- (1) Any fence erected with barbed or razor wire mounted on the top is prohibited on or adjacent to residential use property.

Section 17-8 Gasoline, etc., Pumps in Sidewalks.

(Rev. Ords. 1976, Pt. 2, Ch. 17, § 24)

No person shall be granted a permit or license to erect a gasoline pump or pump of similar nature in the sidewalk of any public street or way within the city.

Section 17-9 Encroachment by Gates, Doors.

(Rev. Ords. 1976, Pt. 2, Ch. 17, § 26)

No person shall allow any gate or door belonging to premises under his legal control, and adjoining any public way, to swing on, over or into a public way.

Section 17-10 Openings, etc., to Cellars, Basements, etc., in Public Way--Permit Required.

(Rev. Ords. 1976, Pt. 2, Ch. 17, § 27; A0173 12)

No person shall erect or maintain a passageway or other opening to any cellar, basement or other structure in or upon any public way, without a license therefor from the city council, and shall execute a bond to the city in such a sum as the city council may prescribe.

Section 17-11 Same--Guards and Lighting.

#2-C0037-26

Government Operations, Public Safety & Public Service Committee
February 19, 2026

The Committee on Government Operations, Public Safety & Public Service met on Thursday, February 19, 2026 at 6:00pm in City Council Chambers.

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

Members present were Councilor Holly Garcia, presiding and Councilors Michele Capone, Stephanie Martins and Peter Pietrantonio.

The Committee met on a Resolution offered by Councilor Peter Pietrantonio: That the Director of Inspectional Services appear at this meeting to answer questions about the recent snow storm.

Director of Inspectional Services David Palumbo was invited but was not present.

Councilor Pietrantonio explained that he had spoken to Mr. Palumbo who had informed him that he would be unable to attend this meeting. Councilor Pietrantonio requested that the matter be granted further time in Committee.

The Committee voted: To grant further time.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0006-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: January 12, 2026

Agenda Item:

An order simplifying and clarifying the determination of seniority for City Council members

Background and Explanation:

Attachments:



CITY COUNCILNo. C0006-26

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

AN ORDER AMENDING THE CITY COUNCIL RULES FOR THE DETERMINATION OF SENIORITY OF CITY COUNCIL MEMBERS

/s/Councilor Stephanie V. Smith

Whereas: Seniority for City Council members is determined to establish an order of succession for the City Council chair if, currently, there is no elected president for the body or the elected City Council president is absent from a meeting of the entire body; and

Whereas: Seniority for City Council members is also used to determine the seating arrangements in the City Council chambers for the members other than the president, with seats being chosen in descending seniority order; and

Whereas: To determine seniority for the members of the City Council, the City Council Rules currently state that said members should be ranked by their total years of current continuous service on the City Council and, if identical, by age, from oldest to youngest; and

Whereas: However, it seems that the City Council seniority rule currently has been interpreted to include prior service on the City Council as part of the determination of seniority; and

Whereas: Since the councilors seem to accept this interpretation of the rule and it is not an unreasonable addition to the rule, it makes sense to modify the rule to match the current practice.

Now, therefore, by the authority granted by the city’s Home Rule Charter for the City Council to adopt rules regulating its own procedures:

Be it Ordered by the City Council of the City of Everett, Massachusetts, as follows:

That the Everett City Council hereby grants approval to amend the Everett City Council Rules’ Definition U (Seniority) as listed below:

The current version Definition U is hereby deleted in its entirety and shall be replaced by the following new Definition:

- U. **Seniority:** The ranking of members of the city council by total current continuous service time on the city council, total other prior accumulated service time on any version of the city council and age. The seniority of members shall be determined in the following manner:
 1. The member who has the longest period of current continuous service time on the city council; and

2. If two or more members have an identical amount of current continuous service time, the member who has the longest accumulated total of other prior service time on any version of the city council; and
3. If two or more members have an identical amount of current continuous service time and prior accumulated service time, the member who is most senior in age.

(C0006-26)



A true copy attest

Sergio Cornelio

Sergio Cornelio, City Clerk



C0026-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: January 26, 2026

Agenda Item:

Ordinance

Background and Explanation:

Attachments:

New ordinance for assembly details:

Assembly venue with capacity above 6000 people.

1-10%: 2 members and 1 officer

11-25%: 4 members and 1 officer

26-50%: 6 members and 2 officers

51-75%: 8 members and 2 officers

76-100%: 10 members, 3 officers and a chief officer

(Officers based on optimal span of control)

*Or as deemed necessary upon determination by the Fire Chief (or their designee) *

Assembly venue with capacity from 1000-5999 people.

1-25%: 2 members

26-50%: 3 members and 1 officer

51-75%: 4 members and 1 officer

76-100%: 6 members and 2 officers

*Or as deemed necessary upon determination by the Fire Chief (or their designee) *

Assembly venue with capacity under 1000

*All determinations for details will be at the discretion of the Fire Chief (or their designee) *

8.1: add a definition for pyrotechnics: 'Pyrotechnic', any commercially manufactured combustible or explosive composition or manufactured article designed and prepared for the purpose of producing an audible effect or a visible display and regulated by chapter 148 including, but not limited to: (i) fireworks, firecrackers; (ii) flares, fuses and torpedoes, so-called, and similar signaling devices.

8.1: add grinding to "hot work" definition

8.8: modify due to us being a non-open burn community. Should read: "Everett is on the list of Massachusetts communities where open burning is prohibited at all times. This shall include all chimineas, fire pits, and outdoor fireplaces."

8.12: remove the phrase "for a period not to exceed 45 days for any purpose"

* also remove the height requirement, this will apply to all buildings

8.12 (b): "If deemed necessary by the Fire Chief, a horn/strobe on the outside may also be required"

8.12 (e): increase fees to \$100-\$250-\$500-\$1000, keep the wording in place for the fee schedule and move this section out of the unoccupied building section (8.12) and create a new section for false alarms for all buildings in the city

The Fire Chief or their designee is empowered to enforce the following schedule of fees and penalties which shall be assessed to owners of property, to include "absentee landlords" and or persons in possession of property equipped with electronic or battery operated signal systems which detect smoke or fire, or any life safety system as determined by the Fire Chief, who cause or allow such systems to broadcast false alarms due to negligence or failure to maintain such equipment. This shall also include penalties for any unauthorized individuals tampering with the system:

8.16: Reestablish this section with the new language: Key Boxes (a) When a property within the city is protected by an automatic alarm system or a fire sprinkler system, a key box of UL type approved by the Fire Chief shall be installed on the property in a location approved by the Fire Chief (or their designee). (b) Such key box shall contain a complete set of each of the following: 1. Keys to all locked points of egress on the interior and exterior of the building. 2. Keys to locked mechanical and electrical rooms. 3. Keys to any other areas as determined by the Fire Chief (or their designee).

8.18: add section for details being required during all hot work operations: *Required for hot work. Any work or repairs involving "hot work" shall require an Everett Fire Detail. It shall be the function of the fire detail to observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws.

8.18: add section stating fines for not adhering to the hiring of details. It should read: If a detail is not hired for any work where a detail is required, fines will be issued beginning at \$1000 for each offense/occurrence where work was conducted without a detail on scene.

8.18 (a): remove the 100' rule for demolition. Require for all demolition, regardless of location

New Section: Regardless of when the residential dwelling unit was built, in addition to MGL Chapter 148 Sections 26E, 26F, and 26 F½, the City of Everett shall also require in addition to the MGL requirements, one smoke alarm inside every bedroom and sleeping area. This will also include all certificate of occupancy or habitability inspections, any new tenancy, any transfer of possession or sale, or as ordered by the Fire Chief (or their designee). (*Applicable regulation would be NFPA 72 29.8.1.1)

Fire Regulations Update

WHEREAS the City of Everett has a responsibility to protect the health, safety, and welfare of residents, visitors, and first responders through clear, enforceable, and up-to-date fire prevention regulations; and

WHEREAS, advances in technology, entertainment, and construction practices require the City to update and clarify the definitions of pyrotechnics and hot work to ensure consistent interpretation, permitting, and enforcement by the Fire Department (8-1); and

WHEREAS, the City of Everett is designated as a non-open burn community, and existing regulatory language must be amended to accurately reflect this status and eliminate ambiguity regarding prohibited burning activities (8-8); and

WHEREAS, unoccupied or vacant buildings present unique fire and life safety hazards, and the requirement for enhanced fire warning and detection measures in such structures is necessary to ensure early notification, reduce the risk of undetected fires, and protect first responders and neighboring properties (8-12); and

WHEREAS, the re-establishment and modernization of key box (Knox Box) requirements is necessary to provide emergency responders with timely access to buildings during emergencies, thereby reducing response times and minimizing property damage (8-16); and

WHEREAS, the performance of hot work activities, including but not limited to welding, cutting, grinding, and similar operations, presents a heightened fire risk, and the establishment of clear permitting, oversight, and safety requirements is necessary to prevent fires and protect surrounding properties and occupants (8-18); and

WHEREAS, fire prevention fees and penalties have not been comprehensively updated since the 1970s, resulting in amounts that no longer reflect current administrative costs, enforcement demands, or the deterrent effect necessary to promote compliance (8-71); and

WHEREAS, changes in residential construction methods and life-safety best practices warrant the clarification of required locations for smoke detectors to improve early detection, occupant notification, and overall fire safety (8-72); and

WHEREAS, existing fire regulations do not fully reflect the current scale, capacity, and complexity of assembly venues operating within the City, necessitating the establishment of mandatory fire staffing requirements to ensure safe occupancy, unobstructed means of egress, and compliance with applicable fire and life safety codes (8-73); and

WHEREAS, updating these regulations will align the City of Everett's fire prevention code with current state law, nationally recognized standards, and modern fire service practices, while enhancing public safety and operational efficiency.

City of Everett, MA

Chapter 8**FIRE PREVENTION AND PROTECTION**

	Article I		
	In General		
Section 8-1.	Definitions.	Section 8-20.	Entering Fire Lines by Certain Persons Prohibited.
Section 8-2.	Storage of Flammable Products.	Section 8-21.	Right-of-way of Fire Department.
Section 8-3.	Applications for Storage of Flammable Products.	Section 8-22.	Interfering with Signal Boxes, etc.
Section 8-4.	Construction of Certain Plants Forbidden.	Section 8-23.	Interfering with Refusal to Obey Orders, etc., of Fire Department.
Section 8-5.	Sprinkler Systems Required in Certain Buildings.	Section 8-24.	through Section 8-59. (Reserved)
Section 8-6.	Transportation of Liquefied Energy Gases.		
Section 8-7.	Regulation of Vehicle Cargo.		Article II
Section 8-8.	Bonfires.	Section 8-60.	Fire Department
Section 8-9.	Permits for Rockets, Missiles, Similar Projectiles.	Section 8-61.	Appointment of Chief, other Firefighters.
Section 8-10.	Public Buildings Fire Alarm System.	Section 8-62.	Powers and Duties of Chief.
Section 8-11.	Apartment House Buildings Fire Alarm System.	Section 8-62.5.	Duties Generally of Fire Fighters.
Section 8-12.	Automatic Fire Warning and Smoke Detector Systems in Unoccupied Buildings.	Section 8-63.	Residency Requirement.
Section 8-13.	Driving Over a Fire Hose.	Section 8-64.	Bureau of Fire Prevention.
Section 8-14.	Self-Service Gasoline Stations.	Section 8-65.	Badge to be Worn by Fire Fighters.
Section 8-15.	Permit Fee Schedule.	Section 8-66.	Calls Outside of the City.
Section 8-16.	(Reserved)	Section 8-67.	Taking Fire Apparatus Outside the City.
Section 8-17.	Outside Details.	Section 8-68.	Gambling and Spirituous Liquors Prohibited in Fire Department Buildings.
Section 8-18.	Fire Details.	Section 8-69.	Agreement to be Signed by Members of Fire Department.
Section 8-19.	Hot Work at Marine Terminals.	Section 8-70.	Chaplains.
			Fire Hydrant Markers.

**Article I
In General**

Section 8-1. Definitions. (A0173-12; Ord of 5-26-98; C0046-20; amended as part of October 2021 update)

The following words and phrases, when used in this chapter, shall have the meaning ascribed to them in this section:

- (a) "Capacity" means a maximum combined total of all flammable products or their by-products licensed by the city council on a person's property.
- (b) "Carrier" means a person engaged in the business of transporting L.E.G. by L.E.G. trailer or other vehicle; if the trailer or vehicle is leased, the lessee is the carrier.
- (c) "Class I liquid" means any flammable liquid. Class I liquids are further divided into Class IA, Class IB and Class IC liquids.
- (d) "Class IA liquid" means a flammable liquid that has a flash point less than 73°F (22.8° C) and a boiling point less than 100°F (37.8°C). Additionally, unstable flammable liquids are treated as Class IA liquids.
- (e) "Class IB liquid" means a flammable liquid that has a flash point less than 73°F (22.8° C) and a boiling point equal to or greater than 100°F (37.8°C).
- (f) "Class IC liquid" means a flammable liquid that has a flash point equal to or greater than 73°F (22.8° C) and less than 100°F and a boiling point equal to or greater than 100°F (37.8°C).
- (g) "Class II liquid" means a combustible liquid that has a flash point at or above 100° F (37.8°C) and below 140°F (60° C).
- (h) "Class IIIA liquid" means a combustible liquid that has a flash point at or above 140°F (60° C), but below 200°F (93° C).
- (i) "Class IIIB liquid" means a combustible liquid that has a flash point at above 200°F (93° C).
- (j) "Combustible liquid" means any liquid that has a closed-cup flashpoint at or above 100° F (37.8°C), as determined by the test procedure and apparatus specified in Section 4.4 of NFPA 30, Flammable and Combustible Liquids Code.
- (k) "Fire chief" means the Everett fire chief or his designee.
- (l) "Fire detail" means a contingent consisting of 1 firefighter or more, which shall be present during events requiring same, to ensure the safety of lives, the environment, and property from the perils of fire, hazardous materials and/or other causes under the jurisdiction of the fire department.
- (m)

Fire Watch.

A fire watch shall be composed of permanently appointed firefighters taken from the active ranks of the city of Everett fire department and are here considered equivalent or equal to a fire detail.
- (n) "Firefighter" means a full-time permanently appointed firefighter employed by the city of Everett and working for the city of Everett and/or those similarly employed by adjacent communities that are part of the mutual-aid agreement.

City of Everett, MA
Section 8-1

FIRE PREVENTION AND PROTECTION

Section 8-1

[Faint, illegible text, likely bleed-through from the reverse side of the page]

City of Everett, MA

Section 8-7

FIRE PREVENTION AND PROTECTION

Section 8-9

- (o) "Flammable gas" means a material that is a gas at 68° F (20° C) or less at an absolute pressure of 14.7 psi (101.3 kPa), that is ignitable at an absolute pressure of 14.7 psi (101.3 kPa), when in a mixture of 13 percent or less by volume with air, or that has a flammable range at an absolute pressure of 14.7 psi (101.3 kPa) with air of at least 12 percent, regardless of the lower limit.
- (p) "Flammable liquid" means any liquid that has a closed-cup flashpoint below 100° F (37.8°C), as determined by the test procedure and apparatus specified in Section 4.4 of NFPA 30, Flammable and Combustible Liquids Code and a Reid vapor pressure that does not exceed an absolute pressure of 40 psi (276 kPa) at 100° F (37.8°C), as determined by ASTM D 323, Standard Test Method for Vapor Pressure of Petroleum Products (Reid Method).
- (q) "Flammable solid" means a solid, other than a substance defined as a blasting agent or explosive, that is liable to cause fire resulting from friction or retained heat from manufacture, that has an ignition temperature below 212°F (100° C) or that burns so vigorously or persistently when ignited that it creates a serious hazard.
- (r) "Flash point" means the minimum temperature at which sufficient vapor is given off a liquid to form an ignitable mixture with air, near the surface of the liquid or within the vessel used, as determined by the appropriate test procedure and apparatus specified in Section 4.4 of NFPA 30, Flammable and Combustible Liquids Code.
- (s) "Gallon" means the U.S. standard gallon.
- (t) "Hot work" includes any open flame, electrical equipment which may cause sparks, including welding, cutting, grinding or spark producing operation.
- (u) "L.E.G." means liquefied energy gases.
- (v) "L.E.G. trailer" means a tank trailer designed for the bulk transport of L.E.G.
- (w) "NFPA" means National Fire Protection Association.
- (x) "Person" means any agency or political subdivision of the Federal Government or the Commonwealth of Massachusetts; any state, public or private corporation or authority, individual, trust, firm, joint stock company, partnership, association, consortium, joint venture, or other commercial entity; and any officer, employee or agent of said person, and any group of said persons.
- (y) "Police chief" means the Everett police chief or his designee.
- (z) "Psi" means pound per square inch and is the pressure resulting from a force of 1 pound-force applied to an area of 1 square inch.
- (aa) (aa) "Psia" means pounds per square inch absolute and is used to make it clear that the pressure is relative to a vacuum rather than the ambient atmospheric pressure. Since atmospheric pressure at sea level is around 14.7 psi, this will be added to any pressure reading made in air at sea level.
- (bb) "Pyrotechnic" means any commercially manufactured combustible or explosive composition or manufactured article designed and prepared for the purpose of producing an audible effect or a visible display and regulated by chapter 148 including, but not limited to: (i) fireworks, firecrackers; (ii) flares, fuses and torpedoes, so-called, and similar signaling devices

Section 8-8. Open Burn & Bonfires. (Rev. Ords. 1976, Pt. 2, Ch. 7, § 31)

Everett is on the list of Massachusetts communities where open burning is prohibited at all times. This shall include all bonfires, chimineas, fire pits, and outdoor fireplaces. No person shall make-

Downloaded from <https://ecode360.com/EV4435> on 2026-01-20

City of Everett, MA

Section 8-7

FIRE PREVENTION AND PROTECTION

Section 8-9

~~a bonfire or any other fire in a public way or in close proximity to any building, except in accordance with a permit from the chief of the fire department.~~

City of Everett, MA
Section 8-7

FIRE PREVENTION AND PROTECTION

Section 8-9

Section 8-12. Automatic Fire Warning and Smoke Detector Systems in Unoccupied Buildings. (Ord. of 11-14-83; Ord. of 7-13-98)

- (a) Every building or structure ~~not exceeding seventy (70) feet in height above the mean grade erected or substantially altered to be occupied or unoccupied, for any purposes or erected or substantially altered and presently unoccupied for a period not to exceed forty-five (45) days for any purpose,~~ shall be protected with an approved automatic fire warning system in accordance with the provisions of the state building code. Such system shall include the features of automatic smoke detection in conjunction with the approved fire detection devices.
- (b) The fire detection devices shall be placed in or outside the unoccupied building so as to give an audible signal of a noise decibel satisfactory to the fire chief. If deemed necessary by the Fire Chief, a horn/strobe on the outside may also be required
- (c) The chief of the fire department shall enforce the provisions of this section.
- (d) Whoever is aggrieved by the chief of the fire department's interpretation, order, requirement, direction or failure to act under the provisions of this section may, within forty-five (45) days after the service of notice thereof, appeal from such interpretation, order, requirement, direction, or failure to act, to the state board of appeals as provided in the state building code.
- ~~(e)~~ The Fire Chief or his designee is empowered to enforce the schedule of fees and penalties as per Chapter 8-71, following schedule of fees and penalties which shall be assessed to owners of property, to include "absentee landlords" and or persons in

City of Everett, MA
Section 8-9

EVERETT CODE

Section 8-12

City of Everett, MA

Section 8-12

FIRE PREVENTION AND PROTECTION

Section 8-14

~~possession of property equipped with electronic or battery operated signal systems which detect smoke or fire, who cause or allow such systems to broadcast false alarms due to negligence or failure to maintain such equipment:~~

~~(1)(f) No fee will be charged for the first two responses to alarm activation, where no smoke or fire condition exists, within a six month period. After the first two offenses the following fees apply.~~

~~(2)(1) Response to alarm activation, third offense, where no smoke or fire condition exists, a twenty-five dollar (\$25.00) fee.~~

~~(3)(2) Response to alarm activation, fourth offense, where no smoke or fire condition exists, a fifty dollar (\$50.00) fee.~~

~~(4)(3) Response to alarm activation, fifth offense, where no smoke or fire condition exists, a one hundred dollar (\$100.00) fee.~~

~~(5)(4) Response to alarm activation, sixth and subsequent offense, where no smoke or fire condition exists, a two hundred dollar (\$200.00) fee.~~

~~(f) Any person aggrieved by the assessment of a fee pursuant to section (e) above, may, within seven days of notice of said assessment, appeal in writing to the Chief of the Fire Department. The appeal will be heard by the Fire Chief or his designee.~~

City of Everett, MA

Section 8-12

FIRE PREVENTION AND PROTECTION

Section 8-14

City of Everett, MA

Section 8-15

FIRE PREVENTION AND PROTECTION

Section 8-17

Section 8-16. (Reserved)* Key Boxes

(a) When a property within the city is protected by an automatic alarm system or a fire sprinkler system, a key box of UL type approved by the Fire Chief shall be installed on the property in a location approved by the Fire Chief (or their designee)

(b) Such key box shall contain a complete set of each of the following:

a. Keys to all locked points of egress on the interior and exterior of the building.

b. Keys to locked mechanical and electrical rooms.

Keys to any other areas as determined by the Fire Chief (or their designee).

1. ~~Editor's notes: Ord. of 3-8-93, repealed the provisions of former § 8-16, which pertained to key box requirements, as derived from Ord. of 9-3-91 and Ord. of 10-28-91(1). Said provisions were never codified and contained in this Code.~~

City of Everett, MA
Section 8-15

FIRE PREVENTION AND PROTECTION

Section 8-17

Section 8-18. Fire Details. (Ord. of 6-23-98)**(a) Required during demolition work.**

Where any contractor is doing demolition work in the City of Everett, ~~and where said work is taking place within one hundred (100) feet of a dwelling unit or other building that is occupied,~~ and where the safety, health and welfare of the general public is concerned, said contractor shall produce, at his expense, sufficient fire details, as in the opinion of the Chief of the Fire Department may be needed and furnished by the Everett Fire Department and under such terms and conditions he may prescribe.

(b) Required during work on gas lines.

Whenever any work is being performed on charged or unpurged gas lines or gas mains in the City of Everett, the Chief of the Fire Department, may, if deemed necessary for the safety, health and welfare of the general public concerned, order a fire detail with or without a charged hose line. It shall be the function of the fire detail to observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws.

(c) Required during blasting.

Whenever blasting is to be done in the City of Everett, the Chief of the Fire Department may, if deemed necessary for the safety, health and welfare of the general public, order a fire detail with or without a charged hose line. It shall be the function of the fire detail to observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws.

(d) Required for pyrotechnics.

Whenever pyrotechnics are being displayed, stored, or assembled in the City of Everett, the Chief of the Fire Department may, if deemed necessary for the safety, health and welfare of the general public, order a fire detail with or without a charged hose line. It shall be the function of the fire detail to

City of Everett, MA
Section 8-17

EVERETT CODE

Section 8-18

observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws.

- (a) **Required for Hot Work**
Any work or repairs involving "hot work" shall require an Everett Fire Detail. It shall be the function of the fire detail to observe that all safety precautions are taken and that all work is done in strict conformance with all laws, rules and regulations of the Everett Fire Department, city ordinances, and state laws
- (b) Other conditions which may warrant details. Whenever conditions, if in the opinion of the Chief of the Fire Department, present themselves to be a hazard from fire, hazardous material, or to the safety, health and welfare of the general public, he may order a fire detail with or without a charged hose line and under such conditions as he may require for the prevention of fire or for fire protection and also as required by state law.
- (c) If a detail is not hired for any work where a detail is required, fines will be issued beginning at one thousand dollars (\$1000.0) for each offense/occurrence where work was conducted without a detail on scene.

Section 8-71. False Alarm schedule of fees and penalties

The Fire Chief or his designee is empowered to enforce the following schedule of fees and penalties which shall be assessed to owners of property, to include "absentee landlords" and or persons in possession of property equipped with electronic or battery operated signal systems which detect smoke or fire or any life safety system as determined by the Fire Chief, who cause or allow such systems to broadcast false alarms due to negligence or failure to maintain such equipment. This shall also include penalties for any unauthorized individuals tampering with the system, who cause or allow such systems to broadcast false alarms due to negligence or failure to maintain such equipment:

(g)

- (1) No fee will be charged for the first two responses to alarm activation, where no smoke or fire condition exists, within a six month period. After the first two offenses the following fees apply:
- (2) Response to alarm activation, third offense, where no smoke or fire condition exists, a twenty-five dollar one hundred dollar (\$10025.00) fee.
- (3) Response to alarm activation, fourth offense, where no smoke or fire condition exists, a two hundred and fifty dollar (\$250.00) fee.
- (4) Response to alarm activation, fifth offense, where no smoke or fire condition exists, a five one hundred dollar (\$5100.00) fee.
- (5) Response to alarm activation, sixth and subsequent offense, where no smoke or fire condition exists, a two hundred one thousand dollar (\$10200.00) fee.

(g)(h) Any person aggrieved by the assessment of a fee pursuant to section (e) above, may, within seven days of notice of said assessment, appeal in writing to the Chief of the Fire Department. The appeal will be heard by the Fire Chief or his designee.

(a)

Section 8-72. Location of Smoke Dectors in Dwellings

Without regard to the date of construction of the dwelling unit in addition to MGL Chapter 148 Sections 26E, 26F, and 26 F½, the City of Everett shall require one smoke alarm inside each bedroom and sleeping area. This will also include all certificate of occupancy or habitability inspections, any new tenancy, any transfer of possession or sale, as ordered by the Fire Chief or their designee.

Commented [ss1]: NFPA 72 29.8.1.1

(a) Section 8-73. Paid Fire Detail – Mandatory Requirement for Assembly Venues

(b) A paid fire detail shall be required at any place of assembly during all periods of occupancy in accordance with the capacity thresholds and staffing requirements set forth herein.

(c) Minimum staffing levels based on Occupant Load**a. Assembly Venues with Approved Occupant Load Under 1,000 Persons**

- i. For assembly venues with an approved occupant load of less than one thousand (1,000) persons, the requirement for a paid fire detail, including the number and rank of personnel assigned, shall be at the discretion of the Chief of the Fire Department or designee

b. Assembly Venues with Approved Occupant Load of 1,000 to 5,999 Persons

- i. The staffing levels set forth below are minimum requirements and may be increased or decreased as deemed necessary upon determination by the Chief of the Fire Department or designee

Commented [ss2]: Do we want to put increased or decreased or just leave as increased

City of Everett, MA
Section 8-70

EVERETT CODE

Section 8-70

ii. The minimum paid fire detail staffing shall be based on the percentage of the approved occupant load in use at any time, as follows:

City of Everett, MA
Section 8-70

EVERETT CODE

Section 8-70

<u>1-25% of approved capacity</u>	<u>Two (2) fire department members</u>
<u>26-50% of approved capacity</u>	<u>Three (3) fire department members and one (1) officer</u>
<u>51-75% of approved capacity</u>	<u>Four (4) fire department members and one (1) officer</u>
<u>76-100% of approved capacity</u>	<u>Six (6) fire department members and two (2) officers</u>

- a. Assembly Venues with Approved Occupant Load in excess of 6,000 persons
 - i. The staffing levels set forth below are minimum requirements and may be increased or decreased as deemed necessary upon determination by the Chief of the Fire Department or designee
 - ii. The minimum paid fire detail staffing shall be based on the percentage of the approved occupant load in use at any time, as follows:

Commented [ss3]: Do we want to put increased or decreased or just leave as increased

<u>1-10% of approved capacity</u>	<u>Two (2) fire department members</u>
<u>11-25% of approved capacity</u>	<u>Four (4) fire department members and one (1) officer</u>
<u>26-50% of approved capacity</u>	<u>Six (6) fire department members and two (2) officers</u>
<u>51-75% of approved capacity</u>	<u>Eight (8) fire department members and two (2) officers</u>
<u>76-100% of approved capacity</u>	<u>Ten (10) fire department members, three (3) officers and one (1) chief officer</u>

(a) Determination of Occupancy: The percentage of occupancy shall be determined by the actual or anticipated number of occupants, as approved by the Chief of the Fire Department or designee, and may be adjusted during the event as conditions warrant

(b) Minimums and Additional Staffing: The staffing levels set forth in above are minimum requirements and shall not be adjusted without approval from the Chief of the Fire Department or designee. The Chief of the Fire Department may require additional personnel where conditions present an increased risk.

(a)



City of
Everett
Massachusetts

C0039-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Thawanna Pessoa to the Planning Board for a term of three (3) years, expiring February 23, 2029

Background and Explanation:

Attachments:



Robert J. Van Campen
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR
484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

February 4, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3 – 3 of the City Charter and, Section K (II) of the City of Everett Administrative Code, I hereby appoint, subject to confirmation by the City Council, Thawanna Pessoa to the Planning Board for a term of three (3) years, expiring February 23, 2029.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



February 4, 2026
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number:
Bill Type:
Order

Be it
Ordered: BY City Council OF THE CITY OF EVERETT, as
follows:

I hereby submit for your approval the appointment of
Thawanna Pessoa to the Planning Board for a term of
three (3) years, expiring February 23, 2029.



C0040-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of David Ela to the Everett Housing Authority Board for a term of four (4) years, beginning March 1, 2026

Background and Explanation:

Attachments:



Item Number 15

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 4, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3 – 3 of the City Charter and, Chapter 121B SSS of Massachusetts General Laws, I hereby appoint, subject to confirmation by the City Council, David Ela to the Everett Housing Authority Board for a term of four (4) years, beginning March 1, 2026.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0041-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Ellen Collins to the position of Director of Human Resources for the City of Everett

Background and Explanation:

Attachments:



Item Number 16

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Ellen Collins to the position of Director of Human Resources for the City of Everett.

Ms. Collins brings extensive experience in human resources management, organizational development, and public-sector administration. She has demonstrated a strong ability to support a professional workforce, ensure compliance with applicable laws and regulations, and implement policies that promote fairness, accountability, and operational excellence.

Throughout her career, Ms. Collins has shown a consistent commitment to collaboration, transparency, and effective problem-solving. Her leadership style emphasizes employee engagement, sound labor relations, and continuous improvement, all of which align with my administration's vision for managing the day-to-day operations of our city.

I respectfully urge the City Council to take favorable action on her appointment as Director of Human Resources.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0042-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Monica R. Lamboy to the position of Chief Development Officer for the City of Everett

Background and Explanation:

Attachments:



Item Number 17

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Monica R. Lamboy to serve as Chief Development Officer for the City of Everett.

Ms. Lamboy brings a rare combination of strategic vision, technical expertise, and collaborative leadership essential to guiding the complex development initiatives our community will navigate in the coming years. Her experience working across the public and private sectors demonstrates a consistent ability to advance economic growth while remaining attentive to community needs and long-term sustainability.

Throughout her career, Ms. Lamboy has shown a clear commitment to transparency, thoughtful planning, and effective stakeholder engagement. These qualities are critical for a Chief Development Officer, particularly as our city works to balance growth, equity, and responsible development.

I respectfully urge the City Council to take favorable action on her appointment as Chief Development Officer.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0043-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Jaclyn Munson to the position of City Solicitor for the City of Everett

Background and Explanation:

Attachments:



CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Jaclyn Munson to the position of City Solicitor for the City of Everett.

Ms. Munson is a highly qualified legal professional with extensive experience in municipal law, regulatory matters, and public-sector governance. She brings a strong understanding of the legal complexities facing cities and towns today.

Throughout her legal career, Ms. Munson has demonstrated the highest standards of professionalism, integrity, and diligence. In her most recent role as Deputy Town Counsel for the Town of Arlington, she provided clear, reliable legal guidance while working collaboratively with elected officials, department heads, staff, and community members. Her commitment to public service and adherence to ethical principles make her exceptionally well suited to serve as City Solicitor.

I am confident that Ms. Munson will be a valuable asset to the City of Everett and a trusted member of my leadership team. I respectfully urge the City Council to take favorable action on her appointment.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0044-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Omar Boukili to the position of Chief Administrative and Financial Officer for the City of Everett

Background and Explanation:

Attachments:



Item Number 19

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ mayor@ci.everett.ma.us

Robert J. Van Campen
MAYOR

February 3, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Omar Boukili to the position of Chief Administrative and Financial Officer for the City of Everett.

Mr. Boukili brings substantial experience in public administration, financial management, and organizational leadership. Throughout his career, he has demonstrated a strong ability to oversee complex operations, ensure fiscal responsibility, and support effective decision-making across municipal departments. His analytical approach and attention to detail are complemented by a collaborative leadership style that promotes accountability and operational efficiency.

I am confident that Mr. Boukili will serve the people of Everett with integrity, professionalism, and a strong commitment to public service. I respectfully urge the City Council to take favorable action on his appointment as Chief Administrative and Financial Officer.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



C0045-26

To: Mayor and City Council
From: Councilor Stephanie V. Smith
Date: February 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Robert Knox, Jr. to serve as Executive Director of City Services for the City of Everett

Background and Explanation:

Attachments:



Robert J. Van Campen
MAYOR

February 3, 2026

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Honorable Members:

I write to respectfully request your favorable action on the appointment of Robert Knox, Jr. to serve as Executive Director of City Services for the City of Everett.

Mr. Knox brings extensive experience in public works operations, leadership, and service delivery. Throughout his career, he has demonstrated a deep understanding of how public works functions—working collaboratively with other municipal departments—to serve residents and community stakeholders effectively, efficiently, and equitably. His ability to manage complex operations while maintaining a strong focus on accountability and results makes him exceptionally well qualified for this role.

Throughout his distinguished career with the City of Malden, Mr. Knox has consistently demonstrated a commitment to strengthening city services, supporting staff, and ensuring that residents receive high-quality, responsive municipal services. I have no doubt that he will be a valuable asset to the people of Everett.

I respectfully urge the City Council to take favorable action on his appointment as Executive Director of City Services.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor



City of
Everett
Massachusetts

C0048-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order proposing to amend the city's Administrative Code to establish a Department of Strategic Planning and Community Development and the position of Chief Development Officer

Background and Explanation:

Attachments:



Robert Van Campen
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ Mayor.Robert.VanCampen@ci.everett.ma.us

February 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I hereby respectfully request, in accordance with the provisions of Section 5-1 of the City Charter, that Section IV, F and G of the Administrative Code be amended to reflect the attached language regarding the establishment of a department of strategic planning and community development and the position of Chief Development Officer.

Respectfully submitted,

Robert Van Campen
Mayor

Administrative Order

#XXX

Promulgated Date

In accordance with the provisions of Section 5-1 of the City Charter, I hereby submit the following administrative order:

Established: Department of Strategic Planning, and Community Development

Chief Development Officer-Appointment-Duties Generally

The mayor shall appoint a chief development officer for a term not to exceed 3 years. The chief development officer shall be responsible for policy direction and coordination of the city's activities in the general areas of economic development, planning, housing, community development, transportation and mobility as well as inspectional services. The chief development officer and serve as the chief administrative contact for all activities of the personnel of the department of planning and community development, the department of inspectional services and the transportation and mobility department. As contained in Section IV, F and G of the Administrative Code of the city of Everett (Order C0138-15; Order C0155-18, Order C0089-19; Order C0385-20; amended as part of October 2021 update).

Commented [S1]: Need to discuss terms for all appointments.

Further, the department of planning and community development shall be renamed the division of planning and community development.

Further, the department of inspectional services shall be renamed the division of inspectional services and the inspectional services divisions of building and maintenance; plumbing; the gas fittings and gas appliances; electrical inspections and maintenance; health and sanitation; code enforcement; and weights and measures shall all be renamed as bureaus.

Further, the transportation and mobility department shall be renamed the transportation and mobility division.

Further, the administrative code shall be codified to accommodate this order



CITY COUNCIL**No. C0048-26**

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

AN ORDER PROPOSING TO AMEND THE CITY’S ADMINISTRATIVE CODE TO ESTABLISH A DEPARTMENT OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT AND THE POSITION OF CHIEF DEVELOPMENT OFFICER

/s/Councilor Stephanie V. Smith, as President

Whereas: In accordance with Section 5-1 of the City of Everett’s Home Rule Charter, the organization of the city into operating agencies for the provision of services and the administration of the government may only be accomplished through an administrative order; and

Whereas: By consolidating the administrative orders adopted since the implementation of the city’s Home Rule Charter, the city has promulgated an Administrative Code; and

Whereas: At any time, the mayor may, subject only to express prohibitions in any general law or the city charter, propose to reorganize, consolidate or abolish any city agency, in whole or in part, or to establish such new city agencies as is deemed necessary; and

Whereas: ;and

Whereas: Approval by the city council of an administrative order submitted by the mayor shall cause the city’s Administrative Code to be updated as approved.

Now, therefore, by the authority granted by Section 5-1 of the city’s Home Rule Charter to organize the city into operating agencies for the provision of services and the administration of the city government.

Be it Ordered by the City Council of the City of Everett, Massachusetts, as follows:

That the Everett City Council hereby grants approval to amend the Administrative Code of the City of Everett as follows:

Section IV, F. is hereby deleted in its entirety and replaced with a new Section IV, F. as follows:

F. Department of Strategic Planning and Community Development

(C0048-26)

The department of strategic planning and community development shall include the divisions of planning and community development, transportation and mobility and inspectional services.

I. Chief Development Officer (CDO)

- a. Supervision, policy direction and coordination of the divisions under the control of the department of strategic planning and community development shall be vested in the chief development officer (CDO).
- b. The CDO shall be appointed by the mayor, with the approval of the city council, for a term not to exceed 3 years.
- c. The CDO is a management and policy level position as defined by MGL c. 150E and is therefore not eligible for membership in a bargaining unit.
- d. The CDO shall serve as the chief administrative contact for all activities of their department's personnel.

II. Division of Planning and Development

a. Executive Director of Planning and Development; Appointment; Duties

1. The mayor shall appoint an executive director of planning and development to a term not to exceed 3 years.
2. The executive director of planning and development shall supervise the personnel of the division of planning and development.

b. Duties and responsibilities

Under the direction of its executive director of planning, the division of planning and development shall:

1. Administer and assist the planning board, the conservation commission, and other commissions and committees as directed by the mayor;
2. Maintain the city's geographic information services (GIS);
3. Maintain records and maps of the city, and keep such maps in updated order;
4. Manage planning initiatives;
5. Facilitate commercial and residential development;
6. Assist in developing policy for planning purposes;
7. Provide long-term planning for multi-modal transportation needs;
8. Ensure that new developments adhere to adopted plans and in conformance with applicable environmental law and regulations.
9. With consultation from the inspector of buildings, review and inspect new construction to assure compliance with building codes

and other mandated standards for protecting safety, public health and environmental quality; and
(C0115-18)

10. Enforce land use codes to protect public assets.

III. Division of Transportation and Mobility

(C0385-20)

a. Director of Transportation and Mobility

1. The director of transportation and mobility shall be appointed by the mayor to up to a term not to exceed 3 years;
2. The director of transportation and mobility shall oversee and administer all aspects of the division of transportation and mobility and take all measures necessary and prudent to ensure prompt delivery of services.

b. Duties and responsibilities

The division of transportation and mobility shall:

1. Provide long-term planning for multi-modal transportation needs;
2. Assist in developing policy for planning purposes related to transportation, parking and travel demand;
3. Administer the city's transportation policies for new residential, commercial and industrial development;
4. Assist in the facilitation of inter-municipal and inter-agency policies and plans related to transportation;
5. Administer grants related to transportation planning and policy;
6. Serve as a member of the traffic, safety and parking commission;
7. Maintain data, maps and other records related to multi-modal transportation in the city and region; and
8. Assist in the development and implementation of multimodal transportation projects.

IV. Division of Inspectional Services

a. Organization

1. The division of inspectional services, pursuant to Chapter 332 of the Acts of 2010, shall be organized into the following bureaus and divisions:

(C0138-15)

- a. Bureau of building inspection and maintenance;
- b. Bureau of plumbing;
- c. Bureau of gas fittings and gas appliances;

- d. Bureau of electrical inspections and maintenance;
- e. Bureau of health and sanitation;
- f. Bureau of code enforcement;
- g. Bureau of weights and measures;
- h. Code Enforcement Task Force Bureau; and
- i. Board of appeals

2. Duties, responsibilities

The division of inspectional services shall:

- a. Coordinate all inspection functions carried out by the division;
- b. Maintain, in a central place, all records relating to inspections;
- c. Coordinate all enforcement actions for violations of the general laws, state building code, city ordinances including, but not limited to Chapter 13A and rules or regulations which are subject to enforcement by an officer or employee of the city;
- d. Render advice, assistance and guidance to all city offices and agencies in any matter relating to city inspection services; and
- e. Render advice, assistance and guidance to all members of the public relating to city inspection services and the development of user-friendly systems for the convenience of the public.

b. Director of Inspectional Services; Generally; Appointment

- 1. The director of inspectional services shall be appointed by the mayor to a 3 year term; such term shall not be extended without reappointment beyond the stated term; the mayor may, at their discretion, remove the director of inspectional services prior to the expiration of the director's stated term.
- 2. The director shall possess, without exception, all the necessary qualifications, experience and certifications required for an inspector of buildings or building commissioner under M.G.L. c. 143 s. 3; the appointment of a director of inspectional services shall satisfy the requirements of M.G.L. c. 143 s. 3 as to the appointment of an inspector of buildings.
- 3. The director of inspectional services shall:
 - a. Serve as the executive and administrative head of the division;

- b. Establish a full and complete inventory of all inspection services performed by any officer of the city that falls within the scope of this act;
- c. Establish common files, by property address, which shall be accessible to all persons performing inspection services for the city, containing recordings of all inspections performed by any city officer or employee;
- d. Provide common services for all inspection related personnel and a centralized location for consumers of city inspection services;
- e. Expedite the issuance or denial of all permits;
- f. Establish, within 90 days of appointment, a division service manual; and
- g. Perform other relevant duties as assigned or required.
(C0138-15)

c. Bureau of Building Inspection and Maintenance

The bureau of building inspection and maintenance shall be responsible for the enforcement of the state building code pertaining to buildings and other structures and for enforcement of related ordinances in the Revised Ordinances of the City of Everett, including, but not limited to the local zoning ordinance and Massachusetts State Building Code.
(C0138-15)

1. Inspector of Buildings; Generally; Appointment

The inspector of buildings shall:

- a. Perform all the duties incumbent upon him under M.G.L. c.143 and of all amendments and additions thereto, insofar as the same may be applicable;
- b. Not be considered a department head for the purposes of this code or any other applicable law; and
- c. Supervise the activity and performance of all local inspectors employed by the city.

d. Bureau of Plumbing

1. Responsibilities

The bureau of plumbing shall be responsible for:

- a. The enforcement of the state building code applicable to plumbing; and

- b. The enforcement of related ordinances in the Revised Ordinances of the City of Everett.

2. Inspector of Plumbing

- a. The mayor shall appoint an inspector of plumbing to a term not to exceed 3 years.
- b. The inspector of plumbing shall not be considered a department head for the purposes of this code or any other applicable law.

(C0138-15)

- c. The inspector of plumbing shall:\

- (i) Be the inspector of gas fittings under the supervision of the director of code enforcement and concurrently enforce all responsibilities of the bureau of gas fittings and gas appliances.

(C0138-15)

- (ii) Comply with and hold all required certifications and licenses in accordance with Massachusetts General Laws.

(C0115-18)

e. Bureau of Gas Fittings and Gas Appliances

The bureau of gas fittings and gas appliances shall be responsible for the enforcement of the state building code applicable to gas fittings and gas appliances and for enforcement of related ordinances in the Revised Ordinances of the City of Everett.

f. Bureau of Electrical Inspections and Maintenance

1. Responsibilities

The bureau of electrical inspections and maintenance shall be responsible for:

- a. The enforcement of the state building code applicable to electrical wires and electrical fixtures;
- b. The ordinary maintenance of electrical wires and fixtures in city buildings and other structures including all city recreational facilities;
- c. The operation and maintenance of the electrical components of the traffic regulatory signals and devices and fire alarm signals and devices; and

- d. The enforcement of related ordinances in the Revised Ordinances of the City of Everett.

2. Inspector of Wires

- a. The mayor shall appoint an inspector of wires, as required by M.G.L. c. 166, s. 32, to a term not to exceed 3 years.
- b. The inspector of wires shall not be considered a department head for the purposes of this Code or any other applicable law.

(C0138-15)

- c. The inspector of wires shall:
 - (i) Be an electrician licensed under the laws of the Commonwealth;
 - (ii) Have authority to execute any state or local law under their charge;
 - (iii) Perform other duties as assigned by the director of inspectional services: and
 - (iv) Comply with and hold all required certifications and licenses in accordance with Massachusetts General Laws.

(C0115-18)

g. Bureau of Health and Sanitation

The bureau of health and sanitation shall be responsible for:

- 1. The enforcement of all provision of the state sanitary code promulgated by the Massachusetts Department of Public Health which are subject to enforcement by cities and towns;
- 2. The adoption, from time to time, of additional regulations as are necessary or desirable to protect the public health of the residents of the city; and
- 3. The enforcement of all regulations so promulgated by the board of health.

h. Bureau of Code Enforcement

- 1. The bureau of code enforcement shall:
 - a. Be responsible for the enforcement of chapter 13A of the Revised Ordinances of the City of Everett;
 - b. Enforce all relevant ordinances;
 - c. Maintain a high quality of life for all Everett residents;

- d. Working in conjunction with the office of the city solicitor, prosecute all infractions and violations of city ordinances; and
- e. Perform other relevant duties as assigned.
- 2. **Director of Code Enforcement**
 - a. The mayor shall appoint a director of code enforcement to a term not to exceed 3 years.
(C0138-15)
 - b. The director of code enforcement, under the supervision of the director of inspectional services, shall:
 - (i) Coordinate the activities of the bureau of code enforcement and all inspectors employed to enforce City of Everett ordinances;
 - (ii) Coordinate administrative functions as related to the execution of the bureau's duties; and
 - (iii) Perform other relevant duties as assigned by the director of code enforcement.
- i. **Bureau of Weights and Measures**
 - 1. **Inspector of Weight and Measures**
 - a. The mayor shall appoint an inspector of weights and measures, as required by M.G.L. c. 98 s. 34 to a term not to exceed 3 years.
 - b. The inspector of weights and measures shall not be considered a department head for the purposes of this code or any other applicable law.
(C0138-15)
 - c. The inspector of weights and measures shall:
 - (i) Have general charge and supervision of all the public scales of the city's custody of the standards and property of the bureau of weights and measures; and
 - (ii) Submit to the mayor and executive director of inspectional services a report of all matters pertaining to the bureau of weights and measures, together with an inventory of all property of the city in their charge.
- j. **Code Enforcement Task Force**

1. There shall be in the City of Everett a Code Enforcement Task Force (CETF). It shall be the responsibility of the Code Enforcement Task Force to coordinate the enforcement of the City ordinances pursuant to Chapter 13A of the Revised Ordinances of the City of Everett in order to combat blight, reduce nuisances, discourage criminal activity and ensure a higher quality of life for the residents of the city.
2. The Task Force shall consist of the following:
 - a. Chairperson to be appointed by the mayor and who will serve as the supervisor of the CETF members or designees;
 - b. Chief of the Police Department or their designee;
 - c. Chief of the Fire Department or their designee;
 - d. City Clerk or their designee;
 - e. City Solicitor or their designee;
 - f. Inspector of Buildings or their designee;
 - g. Director of the Office of Public Health or their designee;
 - h. Chairperson of the Licensing Board or their designee;
 - i. Director of Public Works or their designee; and
 - j. The Superintendent of the School Department or their designee.

(C0089-19)

k. Board of Appeals

See City of Everett Administrative Code Section III(Q).

Section IV, G. is hereby deleted in its entirety; and

Section IV, P. is hereby deleted in its entirety.

This order shall take effect upon passage by the City Council and subsequent approval by His Honor the Mayor.



A true copy attest

A handwritten signature in black ink that reads "Sergio Cornelio".

Sergio Cornelio, City Clerk



City of
Everett
Massachusetts

C0049-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: February 9, 2026

Agenda Item:

An order proposing to amend the city's Administrative Code to establish a Department of Administrative and Financial Services and the position of Chief Administrative and Financial Officer

Background and Explanation:

Attachments:



Robert Van Campen
MAYOR

CITY OF EVERETT - OFFICE OF THE MAYOR

484 Broadway Everett, Massachusetts 02149

☎ 617-394-2270

✉ Mayor.Robert.VanCampen@ci.everett.ma.us

February 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I hereby respectfully request, in accordance with the provisions of Section 5-1 of the City Charter, that Section IV, F and G of the Administrative Code be amended to reflect the attached language regarding the establishment of a department of administrative and financial services and the position of Chief Administrative and Financial Officer.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert Van Campen
Mayor

Administrative Order

#XXX

Promulgated Date

In accordance with the provisions of Section 5-1 of the City Charter, I hereby submit the following administrative order:

Established: Department of Administrative and Financial Services

Chief Administrative and Financial Officer -Appointment- Duties Generally

The mayor shall appoint a chief administrative and financial officer for a term not to exceed 3 years. The chief administrative and financial officer development shall be responsible for policy direction and coordination of the division of human resources, the division of financial services and the division of information technology. The chief administrative and financial officer shall serve as the chief administrative contact for all activities of the personnel of said departments contained in Section IV, F and G of the Administrative Code of the city of Everett (Order C0138-15; Order C0155-18, Order C0089-19; Order C0385-20; amended as part of October 2021 update).

Commented [S1]: Need to discuss terms for all appointments.

Further, the department of financial services shall be renamed the department of administrative and financial services.

Further, the department of human resources shall be renamed the division of human resources.

Further, the department of information technology shall be renamed the division of information technology.

Further, the administrative code shall be codified to accommodate this order.

Goals and benefits of merging administrative and financial functions:

- Separating administrative operations from financial authority and functions can create misalignment between policy intent and fiscal execution. Unifying both into an Administrative and Financial Services Department, headed by a Chief Administrative and Financial Officer ensures that:
 - Information asymmetry through the administrative and financial structures is reduced
 - Strategic initiatives are efficiently and appropriately stress-tested before launch
 - Operational reforms are backed by real-time, candid fiscal insights
 - Long-term capital planning and service delivery are aligned
 - There is a clear drive toward operational efficiency as a financial imperative



CITY COUNCIL**No. C0049-26**

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

AN ORDER PROPOSING TO AMEND THE CITY’S ADMINISTRATIVE CODE TO ESTABLISH A DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES AND THE POSITION OF CHIEF ADMINISTRATIVE AND FINANCIAL OFFICER

/s/Councilor Stephanie V. Smith, as President

Whereas: In accordance with Section 5-1 of the City of Everett’s Home Rule Charter, the organization of the city into operating agencies for the provision of services and the administration of the government may only be accomplished through an administrative order; and

Whereas: By consolidating the administrative orders adopted since the implementation of the city’s Home Rule Charter, the city has promulgated an Administrative Code; and

Whereas: At any time, the mayor may, subject only to express prohibitions in any general law or the city charter, propose to reorganize, consolidate or abolish any city agency, in whole or in part, or to establish such new city agencies as is deemed necessary; and

Whereas: Separating administrative operations from financial authority and functions can create misalignment between policy intent and fiscal execution. By unifying both into a department of administrative and financial services, there is a clear drive toward operation efficiency as a financial imperative; and

Whereas: Approval by the city council of an administrative order submitted by the mayor shall cause the city’s Administrative Code to be updated as proposed.

Now, therefore, by the authority granted by Section 5-1 of the city’s Home Rule Charter to organize the city into operating agencies for the provision of services and the administration of the city government.

Be it Ordered by the City Council of the City of Everett, Massachusetts, as follows:

That the Everett City Council hereby grants approval to amend the Administrative Code of the City of Everett as follows:

Section II, B.II.1.a. is hereby amended by replacing the phrase “Office of Financial Services and under the supervision of the Chief Financial Officer” with the phrase ”department of administrative and financial services and under the supervision of the chief administrative and financial officer”;

Section III, P.II.a. is hereby amended by replacing the phrase “City Auditor” with the phrase “Chief Administrative and Financial Officer”;

Section III, R.III.a.6. is hereby amended by replacing the phrase “A member of the City of Everett Finance Department” with the phrase “The city’s Chief Administrative and Financial Officer”;

Section IV, D. is hereby deleted in its entirety and shall be replaced with a new Section IV, D. as follows:

D. Department of Administrative and Financial Services
(C0049-26)

The department of administrative and financial services shall include the divisions of financial services, human resources and information technology.

I. Chief Administrative and Financial Officer (CAFO)

a. Duties and responsibilities

1. Supervision, policy direction and coordination of the divisions under the control of the department of administrative and financial services shall be vested in the chief administrative and financial officer (CAFO).
2. The CAFO shall serve as the chief administrative contact for all activities of their department’s personnel.
3. In addition, the CAFO shall have the following specific powers and duties:
 - a. To ensure that the budget director compiles and submits an annual operating budget and an annual capital budget to the mayor. The CAFO shall assist the budget director by ensuring that every city department furnishes requests for the expenditure of city funds in a form deemed to be best suited to show a complete financial plan for all city funds and activities for the ensuing fiscal year.
 - b. At the direction of the mayor, the CAFO shall submit annually to the mayor a five-year capital improvements plan.
 - c. At the direction of the mayor, the CAFO shall submit to the mayor a five-year financial forecast of the City's revenue, expenditures and debt.
 - d. To disburse, as city government operations may require, all funds and sign all checks pursuant to warrants signed by the mayor and city auditor, to ensure the efficient operation of government.

- e. To communicate financial matters affecting city government to the mayor and the city council on request.
 - f. To coordinate and act as the city's chief contact with the state department of revenue pertaining to all financial matters.
 - g. To coordinate and manage all financial information received from the board of assessors to forecast future financial growth and anticipated revenues and advise the mayor accordingly.
 - h. To create and implement written policies and procedures and be responsible for the collection and deposit of all monies received by various city agencies.
4. The CAFO shall have an affirmative obligation to report to the city auditor any identified instances in which the city's internal controls have not been followed.

b. Appointment

The CAFO shall be appointed by the mayor, with the approval of the city council, for a term not to exceed 3 years.

c. Prohibitions

- 1. The CAFO is a management and policy level position as defined by MGL c. 150E and is therefore not eligible for membership in a bargaining unit.
- 2. The CAFO shall not also serve as either the city auditor or the treasurer/collector.
- 3. The CAFO shall not exercise any control or authority over the office of the city auditor.

(C0141-25)

II. Division of Financial Services

a. Authority; responsibilities

The division of financial services shall coordinate and administrate the city's financial services and activities including:

- 1. Development of city's financial planning and budgetary policy and annual operating budget;
- 2. Investment of city's funds;
- 3. Maintenance of city accounting records and financial statements;

4. Payment of all City's obligations, subject to applicable approvals; monitoring of all expenditures of city funds;
5. Timely reporting to the mayor and to other appropriate boards and officers of actual or foreseeable incurring of obligation of expenditures of funds in excess of budgeted appropriations;
6. Maintenance of payroll and other financial records relating to all city personnel;
7. Supervision of city purchasing and inventory control procedures;
8. Administration of disposal of city property;
9. Ensuring that financial and internal support is provided to all departments;
10. Providing the general public with departmental information; and
11. Development and enforcement of internal controls.

b. Office of the Treasurer/Collector

1. The treasurer/collector shall be appointed by the mayor to a term not to exceed 3 years.
2. The treasurer/collector shall, in addition to responsibilities established and imposed by state law:
 - a. Give a bond annually for the faithful performance of their duties as required by the General Laws, chapter 41, section 35. The premium for such bond shall be paid by the city;
 - b. Exercise the powers, duties and responsibilities of a collector of taxes and a city collector under the title of city collector;
 - c. Cause an accurate and true account to be kept of all receipts and disbursements on behalf of the city, and such records shall conform as far as practicable with the accounts of the city auditor;
 - d. Cause all books, papers, vouchers and documents under their care, together with all money not deposited in banks, and belonging to the city, when not in use, to be kept in a proper safe or vault;
 - e. Make payment, based on departmental payrolls and warrants issued by the city auditor and approved by the mayor and the city auditor, to each employee or official, or their authorized agent or attorney, or their assignee and shall take therefore the receipt of no person other than such

employee or official, their authorized agent or attorney or assignee.

(C0138-15)

- f. Furnish to the city auditor, not later than the twenty-first day of each month, a detailed statement of all cash receipts, including trust and investment funds, during the preceding month; and
- g. Collect all taxes, accounts and other sums payable to the city, not otherwise specifically provided for, together with interest, costs and charges thereon.

c. Office of Purchasing and Procurement; Purchasing Agent

- 1. A purchasing agent/chief procurement officer (CPO) shall be appointed by the mayor in accordance with Chapter 432 of the Acts of 1962 to a term not to exceed 3 years. The CPO shall have, or obtain in a timely manner, all certifications incumbent upon that designation by the commonwealth of Massachusetts.

(C0138-15)

- 2. The CPO, or their designee, shall:
 - a. Have the power to transfer all supplies, materials, and equipment between city departments as necessary and prudent;
 - b. Have the power to sell, exchange or trade any supplies, material and equipment which have become unsuitable for public use if the item has value less than \$500.00. If the item has a value greater than or equal to \$500.00, the sale, exchange or trade of the item shall be subject to the approval of the city council.
 - c. Create, manage and serve as custodian for all contracts entered into by the city for goods and services; serve as custodian of all other contracts entered into by the city;
 - d. Keep a public record of all sales, exchanges and trades;
 - e. Manage and supervise all assets in the possession or legal custody of the city; and
 - f. Require that each using agency shall make an inventory during the month of May in each year of all personal property under its charge.

d. Office of Budgeting

1. The mayor shall appoint a budget director to a term not to exceed 3 years.
2. The budget director, as supervisor of the office of budgeting, shall:
 - a. Assemble budget estimates and provide analysis and advice to the mayor and CAFO as to budgetary matters and procedures;
 - b. Conduct studies relative to improvements to administrative organization and procedures;
 - c. Develop, along with the city auditor, departmental work measurement studies and standards for analysis by the mayor and the CAFO; and
 - d. Provide analysis and recommendations regarding departmental user fees to relevant personnel; analyze federal, state and local legislative and executive proposals for impact on budgetary operations; perform other relevant duties as assigned.
- e. Office of Assessing
 1. The mayor shall appoint a chief assessor to a term not to exceed 3 years.
 2. The office of assessing shall:
 - a. Be responsible for accurately determining the value of all real and personal property located within the city for the purpose of taxation;
 - b. Assess all property at its full and fair market value as of January 1 of each year, or within a time frame accepted by local option;
 - c. Be responsible for the administration of all property tax data records and maintains accurate parcel ownership data based upon recorded property transactions at the Registry of Deeds; and
 - d. Administer the tax billing for the motor vehicle excise and boat excise tax.

III. Division of Human Resources

- a. Director of Human Resources; appointment
 1. The director of human resources shall be appointed by the mayor to up to a term not to exceed 3 years.

2. The director of human resources shall oversee and administer all aspects of the division of human resources and take all measures necessary and prudent to ensure the prompt delivery of services.
(C0138-15)

b. Duties and responsibilities

The division of human resources shall:

1. Provide employee benefits administration;
2. Provide advice and support regarding employee and labor relations;
3. Develop recruitment and retention strategies;
4. Monitor city activities for compliance with the Equal Opportunity Act (EEO), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA) and all other pertinent federal, state and local laws;
5. Work with city's legal counsel and other relevant staff to coordinate city's response to all reports and/or complaints of discrimination;
6. Serve as city's ADA coordinator;
7. Serve as mayor's liaison/appointing authority to the Massachusetts Human Resources Division for all matters pertaining to civil service hiring, promotion and discipline; and
8. Provide efficient administration of all other pertinent human resource matters, including but not limited to the hiring, discipline, support and termination of all city employees, as necessary.

IV. Division of Information Technology

a. Director of Information Technology; Appointment; Duties

The director of information technology shall:

1. Be appointed by the mayor to a term not to exceed 3 years; and
2. Oversee and administer all aspects of the division of information technology and take all measures necessary and prudent to ensure the prompt delivery of services.

(C0138-15)

b. Duties and responsibilities

The division of information technology shall:

1. Manage storage, security and integrity of all electronic data in the custody of the city;

2. Develop, enhance and manage the city's networks to provide high-speed, transparent and highly functional connectivity among all information and communication resources;
3. Assist all department and division heads in the selection and setup of all software, equipment and applications;
4. Develop new solutions and applications to address current and future needs for all departments and employees; and
5. Provide other services and take other actions as prudent and assigned to ensure the prompt delivery of services.

(C0138-15)

Section IV, H. is hereby deleted in its entirety and shall be replaced with a new Section IV, H. as follows:

H Office of the City Auditor
(C0141-25, C0049-26)

I. Appointment

The city auditor shall be appointed by the mayor to a term not to exceed 3 years.
(C0138-15)

II. Responsibilities

The city auditor shall, in addition to responsibilities established and imposed by state law:

- a. Cause a complete set of books to be kept, consistent with the Uniform Municipal Accounting System prescribed by the General Laws, chapter 44, section 38. Such records shall also include a detailed record of the city debt, showing the purpose for which it was incurred, maturity date and the rate of interest;
- b. Countersign all bonds, notes and certificates of indebtedness issued by the city treasurer, as authorized by the mayor and city council;
- c. Prepare an annual report which complies with the requirements of the Uniform Municipal Accounting System, as prescribed by the Director of the Bureau of Accounts and shall provide a copy of this report, together with copies of the audited General Purpose Financial Statements of the city to the mayor and the city council.

III. Prohibitions

- a. The city auditor shall be independent of the CAFO and also may not hold the position of CAFO or treasurer/collector.

- b. The city auditor is a management and policy level position as defined by MGL c. 150E and is therefore not eligible for membership in a bargaining unit.

Section IV, K is hereby deleted in its entirety; and

Section IV, N is hereby deleted in its entirety; and

Section IV, O is hereby deleted in its entirety; and

Once all of the other changes in this order and administrative order C0048-26 have been applied, to the Administrative Code, the Code shall be further amended by renaming the following subsections as listed below:

Section IV, H is hereby renamed to Section IV, G;

Section IV, I is hereby renamed to Section IV, H;

Section IV, J is hereby renamed to Section IV. I;

Section IV, L is hereby renamed to Section IV. J;

Section IV, M is hereby renamed to Section IV. K;

This order shall take effect upon passage by the City Council and subsequent approval by His Honor the Mayor.



A true copy attest

A handwritten signature in black ink that reads "Sergio Cornelio".

Sergio Cornelio, City Clerk



C0051-26

To: Mayor and City Council

From: Councilor Katy L. Rogers

Date: February 23, 2026

Agenda Item:

An order amending the City Council Rules to update the public participation rules for City Council meetings

Background and Explanation:

Attachments:



CITY COUNCILNo. C0051-26

IN THE YEAR TWO THOUSAND AND TWENTY-SIX

AN ORDER AMENDING THE CITY COUNCIL RULES TO UPDATE THE PUBLIC PARTICIPATION RULES FOR CITY COUNCIL MEETINGS

/s/Councilor Katy L. Rogers

Whereas: The Rules of the City Council currently split the public participation period at its regular meetings into two sections. The first section is meant to speak on topics that appear that meeting’s agenda; the section is meant to speak on topics that do not appear on that meeting’s agenda; and

Whereas: The usage and enforcement of these rules have been somewhat “spotty”; and

Whereas: When speakers sign-up for both sections of public participation, the flow of the meeting is not as smooth as it could be; and

Whereas: The School Committee’s rules for public participation currently allow all participants to speak for 3 minutes without limitation.

Now, therefore, by the authority granted by the city’s Home Rule Charter for the City Council to adopt rules regulating its own procedures:

Be it Ordered by the City Council of the City of Everett, Massachusetts, as follows:

That the Everett City Council hereby grants approval to amend Everett City Council Rule 10 as listed below:

In accordance with the newly adopted standards for how numbers will appear in the city’s governing documents, the format for all numbers that appear in Rule 10 shall be amended from “number word (number)” to “number”; and

The third sentence of Rule 10, Section A is hereby amended by replacing the phrase “public participation must be tabled” with the phrase “the remainder of the public participation period may be tabled, by council vote,”; and

The second sentence of Rule 10, Section B.1 is hereby deleted; and

Rule 10, Subsections B.1, B.2, B.2.1 and B.2.2 are hereby deleted; and

Rule 10, Section D is hereby amended by replacing the phrase “correct sign-in sheet for the topic(s) upon which they wish to speak” with the phrase “public participation sign-in sheet”; and

Rule 10, Section D.1 is hereby amended by replacing the phrase “Both sign-in sheets” with the phrase “The sign-in sheet”; and

Rule 10, Section D.2 is hereby amended by replacing the phrase “The sign-in sheet for items that appear on the agenda” with the phrase “For items that appear on the agenda, the sign-in sheet”; and

Rule 10, Section D.3 is hereby amended by replacing the phrase “The sign-in sheet for topics that do not appear on the agenda” with the phrase “For topics that do not appear on the agenda, the sign-in sheet”; and

Rule 10, Section D.4 is hereby deleted; and

Rule 10, Section 3 is hereby amended to replsce the existing number phrase “two (2)” with the number “3”; and

Rule 10, Section L is hereby deleted and the subsequent sections of the rule shall be re-sequenced accordingly.

This order shall take effect upon passage by the City Council.



A true copy attest

A handwritten signature in black ink that reads "Sergio Cornelio". The signature is written in a cursive style.

Sergio Cornelio, City Clerk

CITY COUNCIL RULES

RULE 10: **Public participation.**

- A.** Each regular and special meeting of the city council shall include a period of public participation not to exceed thirty (30) minutes. If the public participation period reaches its allotted time limit, the current speaker will be notified by the chair and they will be allowed to complete their remarks. Before a motion to close public participation is made, any councilor may make a motion to extend the public participation period. However, if extended, public participation must be tabled until after the completion of all other city business on the meeting's agenda and will only be removed from the table prior to the adjournment of the meeting.
- (C0240-22, C0348-22)
- B.** Types of Public Participation Allowed at Different Meeting Types
1. At regular meetings of the city council, the subject matter of public participation shall not be limited to the items before the city council at the present meeting. However, public participation shall be split into two separate sections.
 1. The first section of public participation shall be limited to those speakers wishing to speak on items that appear on that meeting's agenda. Those speakers shall be heard first.
 2. The second section of public participation, called general public participation, shall include speakers who wish to speak on items that do not appear on that meeting's agenda.
 1. The topics for discussion under this general public participation shall be limited to those items within the city council's scope of authority.
 2. Comments and complaints regarding city council members or city personnel are prohibited unless those comments and complaints concern matters within the city council's scope of authority.
- (C0348-22)
2. At any special meeting of the city council, the subject matter of public participation shall be limited to the subject matter of the present special meeting.
- C.** For the purpose of this rule, the term "public" shall be construed to mean any member of the public at large and not limited as to restrict any individual from participation.
- D.** Prior to the start of the formal session of the city council, each member of the public wishing to speak during public participation shall sign-in using the correct sign-in sheet for the topic(s) upon which they wish to speak.
1. Both sign-in sheets shall require the speaker's name and address.
 2. The sign-in sheet for items that appear on the agenda shall require the agenda item number(s) or a brief description of the agenda item(s) on which the speaker wishes to speak.

CITY COUNCIL RULES

RULE 10:
(Continued)

3. The sign-in sheet for topics that do not appear on the agenda shall require a brief description of the topic(s) on which the speaker wishes to speak.
4. If a speaker wishes to speak on both items that appear on the agenda and on other topics, they should sign-in on both public participation sign-in sheets.

(C0348-22)

- E. Each member of the public shall be limited to no more than two (2) minutes of participation without unanimous consent of the members present. Large groups should designate a spokesperson to speak on a particular issue.
- F. This rule does not limit or replace the provisions of Rule 16, which remains in full effect.
- G. Participants shall address all comments to the president.
- H. Participants shall not promote or oppose any candidate running for office.
- I. Participants shall not use public participation for political purposes.
- J. Participants shall not advertise for commercial purposes or private gain.
- K. Public participation shall be conducted in an orderly and peaceable manner. While all public comments made may be uninhibited, robust and wide-open, civility is encouraged.
(C0348-22, C0059-24)
- L. With the president as the sole judge, any participant who during the agenda only section of public participation speaks on matters that are not on the meeting's agenda will receive one (1) verbal warning of such and will be asked to add their name to the sign-in sheet for the other section of public participation. With the president's sole judge, if the participant continues to speak off the allowed subject matter, they will be asked to immediately cease their comments and return to the audience.
(C0348-22)
- M. With the president as the sole judge, no member of the public shall be allowed to disrupt any public participation speaker. Anyone continuing to disrupt a public participation speaker may be removed from the meeting after one (1) or more verbal warnings from the president.
(C0059-24)
- N. This rule shall be posted in the chambers for public viewing and understanding of rules.

CITY COUNCIL RULES

RULE 10: **Public participation.**

- A.** Each regular and special meeting of the city council shall include a period of public participation not to exceed 30 minutes.
1. If the public participation period reaches its allotted time limit, the current speaker will be notified by the chair and they will be allowed to complete their remarks.
 2. Before a motion to close public participation is made, any councilor may make a motion to extend the public participation period. However, if extended, the remainder of the public participation period may be tabled, by council vote, until after the completion of all other city business on the meeting's agenda and will only be removed from the table prior to the adjournment of the meeting.
- (C0240-22, C0348-22, C00XX-26)
- B.** Types of Public Participation Allowed at Different Meeting Types
1. At regular meetings of the city council, the subject matter of public participation shall not be limited to the items before the city council at the present meeting.
(C0348-22, C00XX-26)
 2. At any special meeting of the city council, the subject matter of public participation shall be limited to the subject matter of the present special meeting.
- C.** For the purpose of this rule, the term "public" shall be construed to mean any member of the public at large and not limited as to restrict any individual from participation.
- D.** Prior to the start of the formal session of the city council, each member of the public wishing to speak during public participation shall sign-in using the public participation sign-in sheet.
1. The sign-in sheet shall require the speaker's name and address.
 2. For items that appear on the agenda, the sign-in sheet shall require the agenda item number(s) or a brief description of the agenda item(s) on which the speaker wishes to speak.
 3. For topics that do not appear on the agenda, the sign-in sheet shall require a brief description of the topic(s) on which the speaker wishes to speak.
- (C0348-22, C00XX-26)
- E.** Each member of the public shall be limited to no more than 3 minutes of participation without unanimous consent of the members present. Large groups should designate a spokesperson to speak on a particular issue.
(C00XX-26)
- F.** This rule does not limit or replace the provisions of Rule 16, which remains in full effect.
- G.** Participants shall address all comments to the president.
- H.** Participants shall not promote or oppose any candidate running for office.

CITY COUNCIL RULES

RULE 10:
(Continued)

- I.** Participants shall not use public participation for political purposes.
- J.** Participants shall not advertise for commercial purposes or private gain.
- K.** Public participation shall be conducted in an orderly and peaceable manner. While all public comments made may be uninhibited, robust and wide-open, civility is encouraged.
(C0348-22, C0059-24)
- L.** With the president as the sole judge, no member of the public shall be allowed to disrupt any public participation speaker. Anyone continuing to disrupt a public participation speaker may be removed from the meeting after 1 or more verbal warnings from the president.
(C0059-24)
- M.** This rule shall be posted in the chambers for public viewing and understanding of rules.

CITY COUNCIL RULES

RULE 10: **Public participation.**

A. Each regular and special meeting of the city council shall include a period of public participation not to exceed ~~thirty (30)~~ minutes.

1. If the public participation period reaches its allotted time limit, the current speaker will be notified by the chair and they will be allowed to complete their remarks.

2. Before a motion to close public participation is made, any councilor may make a motion to extend the public participation period. However, if extended, ~~the remainder of the~~ public participation ~~must~~ period may be tabled, by council vote, until after the completion of all other city business on the meeting's agenda and will only be removed from the table prior to the adjournment of the meeting.

(C0240-22, C0348-22, C0051-26)

B. Types of Public Participation Allowed at Different Meeting Types

1. At regular meetings of the city council, the subject matter of public participation shall not be limited to the items before the city council at the present meeting. ~~However, public participation shall be split into two separate sections:~~

~~1. The first section of public participation shall be limited to those speakers wishing to speak on items that appear on that meeting's agenda. Those speakers shall be heard first.~~

~~2. The second section of public participation, called general public participation, shall include speakers who wish to speak on items that do not appear on that meeting's agenda:~~

~~1. The topics for discussion under this general public participation shall be limited to those items within the city council's scope of authority.~~

~~2. Comments and complaints regarding city council members or city personnel are prohibited unless those comments and complaints concern matters within the city council's scope of authority.~~

(C0348-22, C0051-26)

2. At any special meeting of the city council, the subject matter of public participation shall be limited to the subject matter of the present special meeting.

C. For the purpose of this rule, the term "public" shall be construed to mean any member of the public at large and not limited as to restrict any individual from participation.

D. Prior to the start of the formal session of the city council, each member of the public wishing to speak during public participation shall sign-in using the correct public participation sign-in sheet ~~for the topic(s) upon which they wish to speak.~~

1. ~~Both~~ The sign-in sheets shall require the speaker's name and address.

CITY COUNCIL RULES

2. ~~The sign-in sheet~~ For items that appear on the agenda, the sign-in sheet shall require the agenda item number(s) or a brief description of the agenda item(s) on which the speaker wishes to speak.

CITY COUNCIL RULES

RULE 10: (Continued)

3. ~~The sign-in sheet~~ For topics that do not appear on the agenda, ~~the sign-in sheet~~ shall require a brief description of the topic(s) on which the speaker wishes to speak.

4. ~~If a speaker wishes to speak on both items that appear on the agenda and on other topics, they should sign-in on both public participation sign-in sheets.~~

(C0348-22, C0051-26)

E. Each member of the public shall be limited to no more than ~~two (2)~~ minutes of participation without unanimous consent of the members present. Large groups should designate a spokesperson to speak on a particular issue.

(C0051-26)

F. This rule does not limit or replace the provisions of Rule 16, which remains in full effect.

G. Participants shall address all comments to the president.

H. Participants shall not promote or oppose any candidate running for office.

RULE 10: (Continued)

I. Participants shall not use public participation for political purposes.

J. Participants shall not advertise for commercial purposes or private gain.

K. Public participation shall be conducted in an orderly and peaceable manner. While all public comments made may be uninhibited, robust and wide-open, civility is encouraged.

(C0348-22, C0059-24)

~~L. With the president as the sole judge, any participant who during the agenda only section of public participation speaks on matters that are not on the meeting's agenda will receive one (1) verbal warning of such and will be asked to add their name to the sign-in sheet for the other section of public participation. With the president's sole judge, if the participant continues to speak off the allowed subject matter, they will be asked to immediately cease their comments and return to the audience.~~

(C0348-22)

M-L. With the president as the sole judge, no member of the public shall be allowed to disrupt any public participation speaker. Anyone continuing to disrupt a public participation speaker may be removed from the meeting after ~~one (1)~~ or more verbal warnings from the president.

(C0059-24)

N. This rule shall be posted in the chambers for public viewing and understanding of rules.

O-M.)



C0055-26

To: Mayor and City Council

From: Councilor Stephanie Martins, Councilor Stephanie V. Smith

Date: February 23, 2026

Agenda Item:

That a representative from the DPW appear at the next Government Operations committee meeting to answer questions for transparency regarding snow removal planning and strategy during snowstorms and post storm street clean up

Background and Explanation:

Attachments:

1. Which routes are covered by DPW v. contractors?
2. Who are our current outside contractors?
3. When do we start salting?
4. What types of storms require salting?
5. When do we start towing?
6. Who covers our city properties?
7. Who is responsible for school properties?
8. How often should people expect plows to go up their street?
9. How long until we tow a car that has not been moved with snow covering it?
10. Did the schools only hire one contractor?
11. What is the strategy to clean up our streets the days following the storm?
12. Are there supervisors checking that the work is being completed?
13. Does the DPW have daily target goals for work to be completed?
14. Please provide the breakdown of how many dpw staff we would have working during a snow storm, their specific function, and their shifts.
15. What is the strategy/plan to cover each area of the city?
16. Is there a supervisor driving around verifying that work is being complete?
17. Is the DPW also responsible for removing snow piles on side streets with two sided parking where one side is still blocked by snow? What is the timeframe after a storm for that to happen?
18. Why did we start towing so late last time?
19. Are staff still getting overtime if they are sleeping during/between shifts?



City of
Everett
Massachusetts

C0056-26

To: Mayor and City Council

From: Councilor Stephanie Martins

Date: February 23, 2026

Agenda Item:

An ordinance promoting fair labor standards and preventing wage theft in the City of Everett.

Background and Explanation:

Attachments:

ENROLLED ORDINANCE

PUBLISHED PURSUANT TO CHAPTER 1 SECTION 4.5 OF THE REVISED ORDINANCES OF THE CITY OF EVERETT AND IN COMPLIANCE WITH MASSACHUSETTS GENERAL LAWS Chapter 43, Section 23.

ENROLLED:

DATE OF PROPOSED ORDAINMENT:



CITY COUNCILNo.

IN THE YEAR TWO THOUSAND AND TWENTY SIX

AN ORDINANCE PROMOTING FAIR LABOR STANDARDS AND PREVENTING WAGE THEFT IN THE CITY OF EVERETT

/s/ Stephanie Martins

WHEREAS, the City of Everett recognizes that fair payment of wages is essential to the economic stability, public health, and general welfare of its residents; and

WHEREAS, wage theft—including the failure to pay earned wages, minimum wage, overtime compensation, or prevailing wage, and the misclassification of employees—harms workers and their families, particularly low-income workers, immigrant workers, and workers with limited English proficiency; and

WHEREAS, wage theft creates unfair competition that disadvantages law-abiding businesses and undermines responsible employers operating within the City of Everett; and

WHEREAS, the Commonwealth of Massachusetts provides strong protections through M.G.L. c. 149 and c. 151 and enforcement by the Attorney General’s Fair Labor Division; and

WHEREAS, municipalities have the authority to condition the award of municipal contracts, tax agreements, and licenses upon compliance with applicable labor and wage laws in order to protect the public interest; and

WHEREAS, the City of Everett seeks to ensure that public funds and municipal benefits are not awarded to entities that have engaged in wage theft; and

WHEREAS, the City Council finds that establishing a local reporting and compliance process will strengthen enforcement and promote accountability while working in coordination with state and federal agencies;

NOW, THEREFORE, be it ordained by the Everett City Council as follows:

Section 1. Title

This chapter shall be known as the "City of Everett Wage Theft Prevention Ordinance."

Section 2. Purpose

The purpose of this chapter is to:

1. Promote fair labor standards and lawful wage practices within the City of Everett;
2. Prevent wage theft;
3. Ensure that the City contracts only with responsible employers;
4. Protect workers through a transparent complaint and referral process; and
5. Safeguard taxpayer funds from supporting employers who violate wage and hour laws.

Section 3. Definitions

For purposes of this chapter:

A. Wage Theft

Any act or omission by an employer that results in the failure to pay wages lawfully owed under Massachusetts or federal law, including but not limited to:

- Failure to pay minimum wage;
- Failure to pay overtime;
- Failure to pay prevailing wage;
- Failure to timely pay earned wages;
- Unlawful deductions from wages;
- Misclassification of employees as independent contractors.

B. Administrative Citation

A civil citation, order, or final determination issued by a state or federal agency for violations of wage or labor law.

C. Employer

Any individual, partnership, corporation, limited liability company, business entity, or person acting directly or indirectly in the interest of an employer in relation to an employee.

Section 4. Complaint and Referral Process

A. Establishment of Process

The City Solicitor's Office shall establish a process, including an online form, for receiving complaints alleging wage theft within the City of Everett.

B. Posting of Notice

Notice of the complaint process shall be posted:

1. At Everett City Hall;
2. On the City's official website;
3. In languages spoken by at least five percent (5%) of Everett residents, as determined by the most recent census data.

C. Referral to Enforcement Agencies

Within thirty (30) days of receipt, complaints alleging violations of state or federal wage laws shall be referred to the Massachusetts Attorney General's Office and/or the United States Department of Labor, unless the complainant requests otherwise.

D. Anonymous Complaints

Complaints may be filed anonymously; however, anonymous complaints may limit the City's ability to investigate or refer the matter.

Section 5. City Contracts

A. Certification Requirement

Any entity seeking to enter into a contract with the City of Everett shall certify under penalty of perjury that, within the previous five (5) years, neither the entity nor any controlling person has been subject to a final judgment, administrative citation, order, or debarment for wage theft, unless such violation has been fully satisfied and remedied.

B. Documentation

The City may require documentation demonstrating compliance with wage and hour laws and proof of payment of any penalties or restitution.

C. Disqualification

Failure to provide certification or documentation may result in rejection of a bid or termination of a contract.

Section 6. Tax Incentives and Agreements

Any entity applying for tax increment financing (TIF), tax relief agreements, or other economic development incentives from the City of Everett shall certify compliance with applicable wage laws and disclose any wage theft violations within the prior five (5) years.

The City may deny or revoke such benefits upon finding noncompliance.

Section 7. Licensing and Permits

A. Disclosure Requirement

Applicants for licenses or permits issued by the City of Everett shall disclose any final judgments, citations, or debarments for wage theft within the previous five (5) years.

B. Grounds for Denial or Revocation

The licensing authority may deny, suspend, or revoke a license or permit upon determination that an applicant or licensee has engaged in wage theft and failed to remedy such violation.

Section 8. Wage Bond Requirement for Repeat Violators

A. Applicability

If an employer applying for or holding:

1. A contract with the City of Everett;
2. A business license or permit issued by the City; or
3. A tax incentive, tax increment financing agreement (TIF), or other municipal economic development benefit;

has been found, within the previous five (5) years, to have committed **two (2) or more final violations** of state or federal wage and hour laws, the City may require the employer to post a Wage Bond as a condition of:

- Award or renewal of a contract;
- Issuance or renewal of a license or permit; or
- Approval or continuation of a tax agreement or municipal benefit.

B. Determination of Repeat Violator

A “repeat violator” shall mean any employer that has been subject to:

- a. Two or more final judgments;

- b. Administrative citations;
- c. Orders of restitution; or
- d. Debarments

for violations of M.G.L. c. 149, c. 151, prevailing wage laws, or equivalent federal wage laws within the prior five (5) years.

Violations shall be considered “final” when appeal rights have been exhausted or waived.

C. Amount of Wage Bond

The amount of the Wage Bond shall be determined by the City Solicitor in consultation with the Chief Financial Officer and shall be:

- a. Not less than \$25,000; and
- b. Not more than \$150,000;

or

An amount equal to the total of any outstanding wage assessments, penalties, and restitution orders, whichever is greater.

The bond amount may take into consideration:

- a. The size of the employer’s workforce;
- b. The severity and number of prior violations;
- c. The dollar amount of prior unpaid wages;
- d. Whether violations were remedied promptly.

D. Form of Bond

The Wage Bond shall:

1. Be issued by a surety authorized to do business in Massachusetts;
2. Run to the benefit of affected employees;
3. Remain in effect for a minimum of two (2) years;
4. Be payable upon proof of additional wage violations occurring during the bond period.

Cash escrow may be accepted in lieu of a surety bond at the City's discretion.

E. Failure to Post Bond

Failure to post a required Wage Bond shall constitute grounds for:

- a. Denial of contract award;
- b. Suspension or revocation of a license or permit;
- c. Termination or suspension of a tax agreement or municipal benefit.

F. Release of Bond

The Wage Bond may be released after two (2) years if:

1. The employer has not committed additional wage violations; and
2. All outstanding wage judgments or citations have been satisfied.

Section 9. Non-Retaliation

No employer shall retaliate against any worker for:

- a. Filing a complaint;
- b. Cooperating in an investigation;
- c. Providing information regarding wage theft;
- d. Exercising rights under this ordinance or state/federal wage laws.

Retaliation shall constitute independent grounds for denial, suspension, or revocation of municipal benefits.

Section 10. Enforcement Authority

The City Solicitor, in coordination with:

- a. The Chief Procurement Officer;
- b. The Inspectional Services Department;

- c. The Mayor's Office;
 - d. The City Council (as applicable);
- shall have authority to administer and enforce this ordinance.

The City may adopt administrative rules and regulations to implement this chapter.

Section 11. Severability

If any provision of this ordinance is found invalid, the remainder shall remain in full force and effect.

Section 12. Effective Date

This ordinance shall take effect upon passage by the City Council and subsequent approval by His Honor the Mayor.



A true copy attest

Sergio Cornelio

Sergio Cornelio, City Clerk

