

# City of Everett Massachusetts Boards and Commissions

SECTION III. MULTIPLE-MEMBER BODIES.  
(ORDER C0138-15; ORDER C0283-16; ORDER  
C0115-18; ORDER C0089-19; ORDER C0287-  
19; ORDER C0385-20; AMENDED AS PART  
OF OCTOBER 2021 UPDATE)

## A. Generally

- I. All boards created by this section of the code are subject to all provisions of Section II(A) as contained herein.



City of Everett MA  
Mayor Carlo DeMaria

## **B. Council on Aging**

### **I. Powers and Duties.**

a. It shall be the duty of the council on aging to carry out programs designed to meet the problems of the aging in accordance with the provisions of MGL c.40, §8B or acts in amendment thereof or in addition thereto

### **II. Appointment – Composition – Term of Office.**

a. There shall be a council on aging, to consist of the director of elder affairs, or a representative of the executive office of health and human services ex officio, and 10 members appointed by the mayor, subject to the confirmation by the city council.

b. All appointees shall hold office, until their respective successors are appointed and qualified, and shall serve without compensation. The council on aging shall be under the administrative supervision of executive director of health and human and services.

c. The council on aging, with approval of the mayor, may appoint such clerks as required.

(Currently 2 Vacancies 10.30.2024)

## **C Board of Assessors.**

### **I. Powers and Duties.**

a. The board of assessors shall cause all property and excise taxes to be committed for collection that are required by the city to meet the annual expenditures and shall perform all other duties as required under MGL c.59, 60A and 60B.

### **II. Appointment – Composition – Term of Office.**

a. The mayor shall appoint a board of assessors consisting of 3 persons, subject to confirmation of the city council. Each member shall hold office for a 3-year term.

b. The board of assessors shall organize as provided for in MGL c.41, §24;

### **III. Chairperson**

a. The board of assessors shall elect a chairperson as soon as practicable after the beginning of each municipal year in accordance with MGL c.41, §24.

## **D. Public Works Commission/Glenwood Cemetery Commission.**

### **I. Powers and Duties.**

a. To exercise all the powers of the board of sewer commissioners and board of water commissioners.

b. To have the sole care and management of Glenwood Cemetery; may lay out any land acquired to set apart for such cemetery in lots or other suitable subdivisions, with proper paths and avenues; may plant, embellish, ornament and fence same; and erect therein such suitable edifices and conveniences and make such improvements as they deem necessary; and subject to the approval of the mayor and city council, may make such regulations, consistent with law, as they deem necessary relative to the cemetery.

### **II. Appointment – Composition – Term of Office.**

a. The public works commission shall consist of 7 members, each of whom shall be appointed by the mayor, subject to confirmation by the city council.

(Currently 2 Vacancies 10.30.2024)

## **E. Conservation Commission.**

### **I. Powers and Duties.**

a. The Conservation Commission shall have and exercise all the rights, powers and authority given to such Commission under MGL c.40, §8C, and c.131, §40.

### **II. Appointment – Composition – Term of Office.**

a. There shall be a conservation commission of the city in compliance with MGL c.40, §8C, consisting of 5 citizens residing in the city, appointed by the mayor, and subject to confirmation by the city council, all of whom shall be appointed for a 3-year term. There shall be 2 associate members also on the commission. Associate members may be selected in the same manner. Associate members can participate as a voting member in the event of an absence, inability to act, conflict or vacancy of a member.

(Currently 2 Vacancies 10.30.2024)

## **F. Disability Commission.**

### **I. Powers and Duties.**

- a.** To ensure the equal status of a handicapped person in education, employment, economic, political, health, legal, and social spheres;
- b.** To design programs that promote equality for all handicapped persons in the city;
- c.** To review recommendations and policies of all departments, divisions, and agencies of the city including, but not limited to, the mayor, the purchasing agent and the city council;
- d.** To initiate, coordinate and monitor the enactment of legislation which promotes equal status of the handicapped persons in the city, state, and federal levels, and to ensure that appropriate regulations are adopted and enforced pursuant to such legislation including, but not limited to, implementation of the 114th Amendment to the Massachusetts Constitution;
- e.** To participate in an advisory capacity in the hearing of complaints brought alleging discrimination against the handicapped person including, but not limited to, the office of the Massachusetts Commission Against Discrimination;
- f.** To obtain from city departments, divisions, and agencies any and all information necessary to carry out the functions, purposes, programs and activities of the commission that does not infringe upon the right of privacy of an individual;
- g.** To assist in public awareness of the handicapped through participation in public and media events sponsored by the administrative and/or legislative bodies of the city including, but not limited to, city-sponsored recreational, educational, and development activities;
- h.** To be an active and participating member of appropriate organizations dealing with issues affecting the handicapped person;
- i.** To recruit and recommend prospective members to the disability commission prior to appointment by the mayor;
- j.** To serve on the disability commission without compensation, with a reasonable expense budget;

**k.** To acquire, analyze, use and store handicapped related statistics and related materials in conjunction with the Parlin Memorial Library and Shute Library for program planning and evaluation purposes;

**l.** To hold at least 10 regular meetings throughout the year and to conduct additional meetings as necessary;

**m.** To recommend or give an advisory opinion to the city council on all matters referred to the disability commission by the city council;

**n.** To act as a centralizing force in the city and the community which will deal with all handicapped issues; providing information, referral, guidance, coordination, offering and providing technical assistance to other public agencies and private persons, organizations and institutions engaged in activities and programs intended to eliminate prejudice and discrimination against person(s) with handicap(s) because of their status as a person with a handicap;

**o.** To take such action as the disability commission considers appropriate to ensure that equal status of person(s) with a handicap(s) of every race, creed, color, natural origin, age and sexual preference;

**p.** To assure that no otherwise qualified individual with a handicap in the city shall, solely by reason of his or her handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity within the city; and

**q.** Such other powers and duties as may be agreed on by the mayor and the disability commission.

## **II. Appointment – Composition – Term of Office.**

**a.** There shall be a disability commission consisting of 7 members, appointed by the mayor, subject to confirmation by the city council, all of whom shall be appointed for a 3-year term.

**b.** A majority of the members shall be persons with a handicap, as defined below:

1. A person who has a physical or mental impairment which substantially limits one or more major life activities;
2. A person who has a record of such an impairment; or
3. A person who is regarded as having such impairments and represent as many cross-disabilities from the handicapped community as possible.

**c.** One of these members may be a member of the immediate family of a disabled person.

**d.** One of the members shall be an elected or appointed official of the city.

**(Currently 3 Vacancies 10.30.2024)**

## **G. Board of Health.**

### **I. Powers and Duties.**

a. In accordance with MGL c.111, §31, the board of health shall adopt and enforce all reasonable health regulations for the city of Everett.

### **II. Appointment – Composition – Term of Office**

a. There shall be a board of health consisting of 3 persons, 1 of whom shall be a physician. The members shall be appointed by the mayor subject to confirmation of the city council, with the appointments to be made in accordance with the provisions of MGL c.111, §26.

b. The board of health shall organize annually in accordance with the provisions of MGL c.111, §27, and name the necessary officers, agents and assistants to execute the health laws and its regulations.

c. The board of health shall appoint and assign school physicians and nurses to carry out the duties and responsibilities of MGL c.71, §53.

## **H. Historical Commission.**

### **I. Powers and Duties.**

a. In accordance with MGL c.40, §8D, the historical commission shall provide for the preservation, protection and development of the historical or archaeological assets of the city of Everett.

b. Conduct research for places of historic or archaeological value, shall cooperate with the state archaeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purpose.

c. Report to the state archaeologist the existence of any archaeological, paleontological, or historical site or object discovered in accordance with the Massachusetts General Laws.

d. The historical commission may:

1. Advertise, prepare, print and distribute books, maps, charts, plans and pamphlets that it deems necessary for its work.
2. For the purpose of protecting and preserving such places, make recommendations, as it deems necessary, to the Massachusetts Historical Commission, subject to prior approval of the City Council, that any such place be certified as a historical or archaeological landmark.
3. Hold hearings; enter into contracts with individuals, organizations and institutions for services; enter into contracts with local or regional associations for cooperative endeavors; accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies; make and sign any agreements; do and perform any and all acts which may be necessary or desirable in furthering the objectives of the commission's program.
4. Acquire in the name of the city by gift, purchase, grant, bequest, devise, lease, or otherwise, the fee or lesser interest in real or personal property of significant historical value and may manage the same.

### **II. Appointment – Composition – Term of Office.**

a. There shall be a historical commission consisting of not less than 3, nor more than 5 members, appointed by the mayor subject to confirmation by the city council, all of whom shall be appointed for a 3-year term.

b. Any vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term in the same manner as the original appointment.

### **III. Chairperson.**

a. The chairperson may appoint, subject to approval of the mayor, such clerks and other employees as it may from time to time require.

# **I. Board of Library Trustees.**

## **I.Powers and Duties.**

a. In accordance with the Will of Frederick E. Parlin and the subsequent trust created under the Will (known as the “Frederick E. Parlin Memorial Library Fund”), the board of trustees of the Frederick E. Parlin Memorial Library:

1. Shall “[h]ave charge and management of the [Frederick E. Parlin Memorial Library] Fund and shall invest the principal thereof, in such bonds and notes, other than mortgage notes as may be permitted by law for the investment of the Saving Bank of Massachusetts and that all bonds shall be registered, at least as to the principle thereof, in the name of, and all notes shall be made payable to the order of the “City of Everett, Frederick E. Parlin Memorial Library Fund,” and shall be sold and transferred only with the written consent of the majority of the members of said Board of Trustees.”

2. “[T]he income from said fund shall be expended by said Board of Trustees for the purchase of furniture, equipment, other than supplies, and books for said Library, for the care of the Library grounds and for the enlargement or addition to the Library building whenever the same shall be necessary, but for no other purpose.”

b. The board of trustees shall exercise these aforementioned powers and duties in relation to the main branch of the Frederick E. Parlin Memorial Library, the Shute Memorial Library Branch, and any other branches which may be opened in the future.

## **I.Appointment – Composition – Term of Office.**

a. There shall be a board of trustees of the Frederick E. Parlin Memorial Library consisting of 13 persons, to be appointed by the mayor, subject to confirmation by the city council, all of whom shall be appointed for a 3-year term.

b. In accordance with the Will of Frederick E. Parlin, the treasurer of the board shall be the city treasurer of the city of Everett. The board shall annually elect a chairperson and secretary, who shall serve at the pleasure of the board.

(Currently 3 Vacancies 10.30.2024)



## **J.**

## **Elections Commission**

### **I. Powers and Duties.**

a. The elections commission is responsible for procedures relating to the registration of voters, develop and maintain an annual list of voters, and conduct the annual census of residents of the city. They process and ensure accuracy and proper certification of all nomination papers and petitions. They also process absentee voter applications, administer election recounts and hold hearings. The elections commission shall have all the powers, rights, privileges, liabilities and duties relating to caucuses, primaries and elections by law, except the power and duty of giving notice of elections and fixing the days and hours of holding the same.

### **II. Appointment – Composition – Term of Office.**

a. In accordance with MGL c.51, §16A, and Special Acts of 2018 the elections commission shall consist of 5 persons, of whom 2 shall always represent each 1 of the 2 leading political parties as defined in MGL c.50, §1. Four commissioners shall be appointed by the mayor and confirmed by the city council. The fifth member shall be the city clerk or his designee the assistant city clerk who shall serve without terms.

b. In accordance with applicable law, the terms for the 4 members shall be for a term of 4 years. The terms shall begin in April of the year of their appointment and they shall serve until the expiration of their term and until a successor has qualified.

c. The commission shall organize annually every April by appointing a chairman, vice chairman and secretary. If the commission cannot agree upon appointing a chairman, vice chairman and secretary, those offices shall be designated by the Mayor.

## **K. Planning Board.**

### **I. Powers and Duties.**

- a. The planning board shall have all the powers conferred and be subject to all duties imposed upon planning boards by the general laws, especially MGL c.41, §§81A to 81J, inclusive.
- b. The planning board shall not create or authorize any expenditure without a previous appropriation therefor by the city council.

### **II. Appointment – Composition – Term of Office.**

- a. There shall be a planning board consisting of 5 members who shall be appointed by the mayor, subject to confirmation by the city council. There shall be 2 associate members also on the board. Associate members may be selected in the same manner. Associate members can participate as a voting member in the event of an absence, inability to act, conflict or vacancy of a member.

### **III. Chairperson.**

- a. The planning board shall elect annually a chairperson and a clerk and may employ experts and clerical and other assistants, with approval from the mayor. It may appoint a custodian of its plans and records, who may be the city engineer.

(Currently 1 Vacancy 10.30.2024)

## **L. Traffic Commission.**

### **I. Powers and Duties.**

- a. The commission shall hold regular meetings as may be necessary or expedient.
- b. A majority of the commission shall constitute a quorum for the purpose of transacting the business of the commission.
- c. The commission shall regulate all matters pertaining to traffic, safety and parking of motor vehicles generally; but not limited to:
  1. The parking of motor vehicles on public streets and in public lots and areas;
  2. The establishment of metered zones;
  3. The monitoring of the condition and maintenance of free or metered parking spaces;
  4. The setting of rates per hour per space to be paid for the metered parking spaces, and the permissible time for parking in any parking space;
  5. The rental of off-street spaces that are municipally owned or operated;
  6. The review of the design and improvement of any public street or parking lot, including lighting and traffic flow and landscaping;
  7. The authorizing of posting of signs giving notice of parking regulations;
  8. The recommending of the purchase and monitoring of the installation of parking meters;
  9. To designate disabled and or veteran's parking spaces on public ways in accordance with Section 18-145 of the Revised Ordinances only upon a favorable recommendation of the Everett disability commission.
- d. The traffic safety and parking commission may, when public convenience or necessity requires, test under actual conditions and for a period not to exceed 30 days, temporary traffic regulations on ways within this city.

### **II. Appointment – Composition – Term of Office.**

- a. There is hereby established a fully empowered traffic safety and parking commission. The membership to consist of the chief of police, chief of the fire department, director of public works, and the city engineer, or their designees, and 6 community representatives, 1 qualified elector from each of the wards of the city, said representatives to be appointed by the mayor, subject to confirmation by the city council.
- b. All members shall serve without compensation.

### **III. Chairperson.**

- a. The commission shall elect a chairperson and a secretary, who shall serve at the pleasure of the commission.
  1. The secretary of the commission shall keep a record of all proceedings, resolutions, findings, determinations and transactions of the commission, which records shall be a public record, and a copy of which record shall be filed with the city clerk and the office of the city council.

## **M. Youth Commission.**

### **I. Powers and Duties.**

- a. In accordance with MGL c.40, §8E, the youth commission shall:
1. Encourage and support an atmosphere of artistic, intellectual and athletic activity to improve the quality for all children in the city;
  2. Carry out programs which may be designed or established to meet the opportunities, challenges, and problems of youth in the city and also in conjunction with any similar or related programs of any agency of the Commonwealth of Massachusetts or any agency of the federal government;
  3. Keep accurate records of its meetings and actions and shall file an annual report with the city clerk;
  4. Receive gifts of property, both real and personal, in the name of the city, subject to the approval of the city council. Such gifts shall be managed and controlled by the commission for the purpose of this section;
  5. Develop programs and activities which will create an atmosphere of intellectual, athletic, and artistic activity for all children, and will meet the needs, challenges and problems of our children; and
  6. Appoint, subject to the approval of the mayor, such clerks and other employees as it may from time to time require.

### **II. Appointment – Composition – Term of Office.**

- a. There shall be a youth commission consisting of 5 members, appointed by the mayor subject to confirmation by the city council.
- b. Any vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term in the same manner as the original appointment.

(Currently 1 Vacancy 10.30.2024)

## **N. Cultural Council.**

### **I. Powers and Duties.**

a. In accordance with 962 CMR 2.0, the purpose of the Everett Cultural Council is to support public programs that promote access, education, diversity, and excellence in the arts, humanities, and interpretive sciences in communities across the Commonwealth.

### **II. Appointment – Composition – Term of Office.**

a. In accordance with 962 CMR 2.10, there shall be a cultural council consisting of 7 members appointed by the mayor for a 3-year term with a maximum of 6 consecutive years served. Members must remain off the council for 1-year intervals before serving additional terms. The cultural council shall elect annually a chairperson, secretary and treasurer. The terms of individual council members should be staggered.

(Currently 3 Vacancies 10.30.2024)

## **O. Licensing Commission.**

### **I. Powers and Duties.**

a. The license commission is charged with the responsibility of issuing licenses and enforcing rules, regulations, local ordinances, and state laws pertaining to the sale of alcoholic beverages; the licensing commission shall promulgate all regulations necessary for the application of local ordinance and state law.

### **II. Appointment – Composition – Term of Office.**

a. In accordance with MGL c.138, §4, the mayor, subject to confirmation by the city council, must appoint 3 members, who have been residents of Everett for 2 years.

b. Each member shall be appointed to a term of 6 years.

### **III. Chairperson.**

a. In accordance with MGL c.138, §6, the mayor shall designate 1 member as chairperson, who shall also act as secretary.

# **Q. Zoning Board of Appeals.**

## **I. Powers and Duties.**

- a. In accordance with Section 11 of the Zoning Ordinance, the Board shall:
  1. Hear and decide appeals in accordance with MGL c.40A, §8;
  2. Hear and decide applications for special permits upon which the board is empowered to act under the Zoning Ordinance;
  3. Hear and decided petitions for variances as set forth in MGL c.40A, §10, including variances for uses not permitted by the Zoning Ordinance;
  4. Hear and decide appeals from decisions of a zoning administrator, if any, in accordance with MGL c.40A, §13; and
  5. Take other actions which they are authorized to undertake under applicable local and state law.

## **II. Appointment – Composition – Term of Office.**

a. A zoning board of appeals is hereby established in accordance with MGL c.40A and shall consist of 5 members who shall be citizens of Everett, and shall serve, 1 for the term of 1 year, 1 for the term of 2 years, 1 for the term of 3 years, 1 for the term of 4 years, and 1 for the term of 5 years, and thereafter 1 member shall be chosen annually for a term of 5 years to succeed the member whose term expired. Members of the board of appeals shall be selected and appointed by the mayor, subject to confirmation by the city council. Vacancies shall be filled in the same manner as appointments. There shall be 2 associate members also on the board. Associate members may be selected in the same manner. Associate members can participate as a voting member in the event of an absence, inability to act, conflict or vacancy of a member.

## **III. Chairperson.**

a. The board of appeals shall annually elect a chairperson from within its own membership, and a clerk who is not required to be among the membership of the board of appeals.

(Currently 1 Vacancy 10.30.2024)

## **T. Food Policy Council.**

### **I. Powers and Duties.**

a. The Everett food policy council shall prioritize (rank) all goals, recommendations, and actions of the Everett community food plan, and develop a strategy and deadlines, in conjunction with other necessary municipal departments, for implementing them.

### **II. Appointment – Composition – Term of Office.**

a. The Everett food policy council shall comprise of 7 total members. The council shall be composed of the mayor of Everett or his/her designee, the executive director of planning and development or his/her designee, the executive director of health and human services or his/her designee, a member of the Everett community growers appointed by the mayor, and additional members appointed by the mayor, all of whom shall serve 3-year terms.

*If you are an Everett resident and would like to apply  
for a vacant seat on a Board or Commission simply send  
your resume and a letter stating why you would  
like to be considered to  
boardapplications@ci.everett.ma.us*