



AGENDA PACKET

**REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MARCH 09, 2026 7:00 PM**

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



AGENDA

REGULAR MEETING OF THE CITY COUNCIL MONDAY, MARCH 09, 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. **C0064-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Erika Corbeli to the position of Commissioner of Veterans Services for a term of three (3) years, expiring March 9, 2029

3. **C0068-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Paul Sagarino to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

4. **C0069-26** Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Michelle Goudey to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

5. C0070-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Nancy Ela to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

6. C0071-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Mary Broderick to the City of Everett City Services Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending

7. C0072-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of Patricia Cheever to the City of Everett Elections Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

8. C0073-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of John T. Spaulding to the City of Everett Zoning Board of Appeals for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

9. C0074-26 Order/s/ Councilor Stephanie V. Smith, as President

An order to formally request that the City Council take the necessary action to remove Mr. Phil Colameta from his position as a member of the Everett Housing Authority Board. *Administrative Code Section II, Subsection IV, Paragraph B*

10. C0075-26 Order/s/ Councilor Stephanie V. Smith, as President

An order to accept and expend a grant from the Commonwealth of Massachusetts Department of Agricultural Resources totaling \$9,000 for the City of Everett Farmer's Market Capacity Building program

11. C0076-26 Order/s/ Councilor Stephanie V. Smith, as President

An order to appropriate a total of \$100,800 from General Fund Budgetary Fund Balance (Free Cash) to the Everett Fire personnel account. This appropriation is needed to fund increases resulting from the recently ratified collective bargaining agreement with the Everett Fire Union

12. C0077-26 Order/s/ Councilor Stephanie V. Smith, as President

In accordance with section 6-6 of the City of Everett Charter, I respectfully recommend that your honorable council vote to retain the services of auditing firm Roselli and Associates to perform the city's annual independent audit for fiscal years 2025, 2026, 2027

13. C0078-26 Order/s/ Councilor Stephanie V. Smith, as President

An order to appropriate a total of \$780,000 from General Fund Budgetary Fund Balance (Free Cash) to fund the purchase of a fire suppression apparatus. This appropriation will allow the city to achieve a 50% cost avoidance and a 3 to 4 year

wait time to acquire this critical piece of equipment

14. C0080-26 Order/s/ Councilor Stephanie V. Smith, as President

An order requesting the confirmation of the appointment of Officer Ryan Gabriel to the position of Sergeant in the Everett Police Department

PETITIONS AND LICENSES

15. C0058-26 Petition/s/ Councilor Stephanie V. Smith, as President

A petition requesting a new mechanical repair license for 3rd St Auto Repair Inc. at 363 3rd Street

16. C0059-26 Petition/s/ Councilor Stephanie V. Smith, as President

A petition requesting the renewal of a class two motor vehicle dealer license for Woodlawn Auto Sales at 3 Woodlawn Ave

17. C0060-26 Petition/s/ Councilor Stephanie V. Smith, as President

A petition requesting the renewal of a mechanical repair license for Woodlawn Auto Service at 3 Woodlawn Ave

18. C0079-26 Petition/s/ Councilor Stephanie V. Smith, as President

A petition requesting the renewal of a lodging house license for the Prescott House at 36 Church Street

COMMITTEE REPORTS

19. 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.

20. 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

21. 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

22. 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

UNFINISHED BUSINESS

23. C0026-26 Ordinance/s/ Councilor Stephanie V. Smith

An ordinance proposing amendments to the city's fire prevention and protection regulations

24. 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

25. 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

26. C0057-26 Resolution/s/ Councilor Anthony DiPierro

That the city considers dedicating a veteran's memorial square in honor of Ronald D'Onofrio, preferably in the vicinity of Freeman Ave and Elm Street

27. C0062-26 Resolution/s/ Councilor Anthony DiPierro

A resolution requesting The Department of Transportation and Mobility consider implementing line stripped parking boxes along Elm Street. Furthermore, it is requested that the department seek to identify other areas where they may be useful

28. C0063-26 Resolution/s/ Councilor Wayne A. Matewsky

That National Grid restore service for the island at 207 Broadway at residents request

29. C0065-26 Resolution/s/ Councilor Holly D. Garcia

That the MBTA repair the shattered glass in the bus shelter located at Broadway and Raymond St

30. C0067-26 Resolution/s/ Councilor Holly D. Garcia, Councilor Michael K. Marchese

That the city consider two-sided parking on Norman St. between Kelvin St. and Williams St. from 6pm to 12am

ADJOURNMENT

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



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

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

....., 20

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

Book Page

Attest:

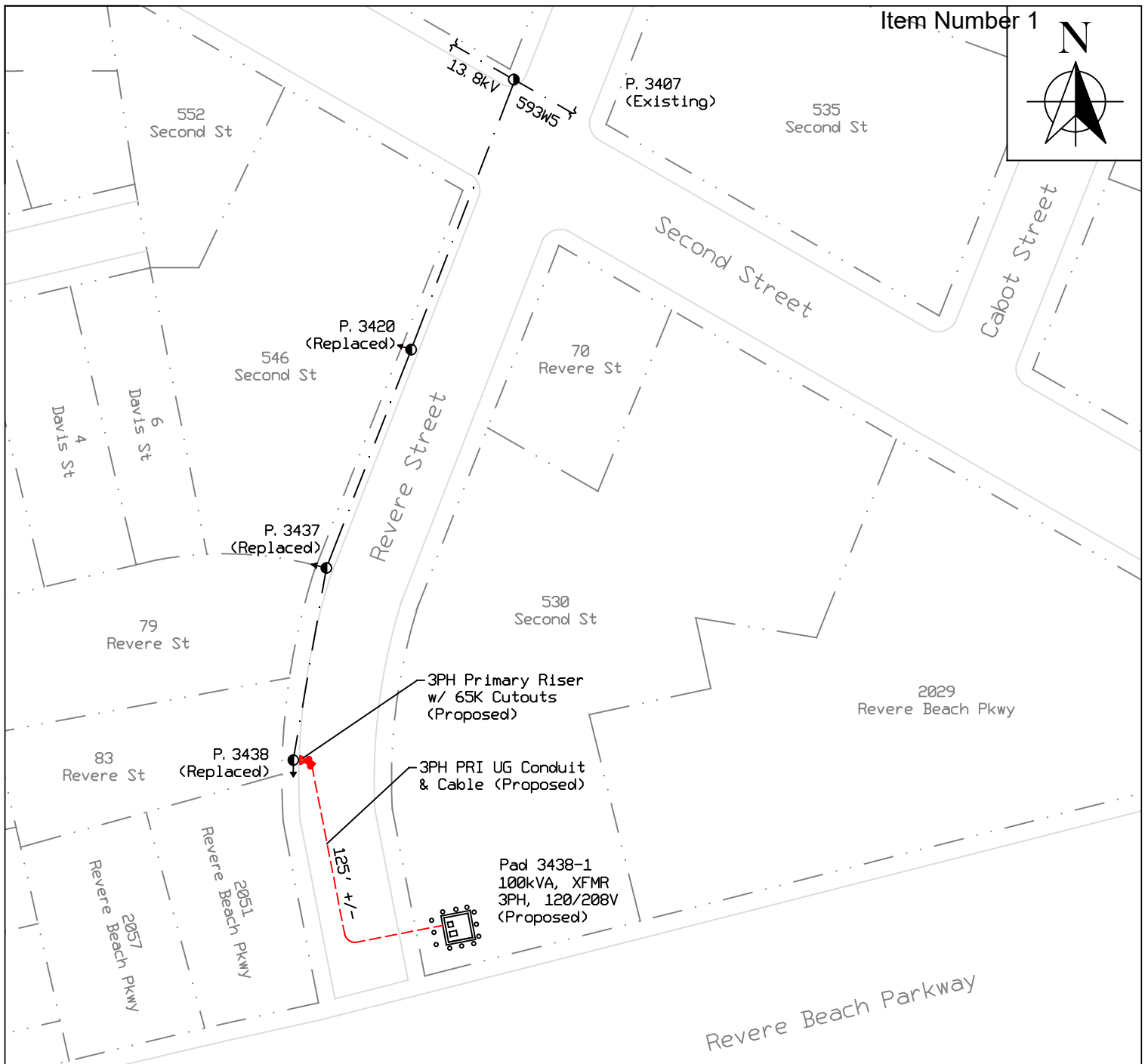
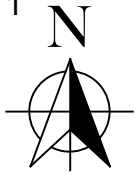
.....

..... 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.

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.....



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.

Page 1 of 128 DISTANCES ARE APPROXIMATE

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



C0064-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Erika Corbeli to the position of Commissioner of Veterans Services for a term of three (3) years, expiring March 9, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Please be advised, I hereby appoint, subject to confirmation by the City Council, Erika Corbeli to the position of Commissioner of Veterans Services for a term of three (3) years, expiring March 9, 2029.

Thank you for your consideration.

Very truly yours,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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Office of Mayor
Robert J. Van Campen



March 9, 2026
**City of Everett,
Massachusetts
CITY COUNCIL**

Offered By: _____
Councilor Stephanie Smith, as President

Bill Number: Be it
Bill Type: Ordered: BY City Council OF THE CITY OF EVERETT, as follows:
Order

I hereby submit for your approval the appointment of Erika Corbeli to the position of Commissioner of Veterans Services for a term of three (3) years, expiring March 9, 2029.



City of Everett



C0068-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of Paul Sagarino to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

Item Number 3

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 78 §§ 10-11 and the City of Everett Administrative Code, § III(I), I hereby appoint Paul Sagarino to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Paul Sagarino in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0069-26

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

Agenda Item:

An order requesting the confirmation of Michelle Goudey to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 78 §§ 10-11 and the City of Everett Administrative Code, § III(I), I hereby appoint Michelle Goudey to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Michelle Goudey in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0070-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of Nancy Ela to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 78 §§ 10-11 and the City of Everett Administrative Code, § III(I), I hereby appoint Nancy Ela to the City of Everett Library Board of Trustees for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Nancy Ela in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0071-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of Mary Broderick to the City of Everett City Services Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to the City of Everett Administrative Code, § II(A)(III)(a) and (c), I hereby appoint on March 23, 2029 Mary Broderick to the City of Everett City Services Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending. I respectfully request that the City Council confirm the appointment of Mary Broderick in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0072-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of Patricia Cheever to the City of Everett Elections Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 51 §16A, as amended by Ch. 316 of the Acts of 2018, and the City of Everett Administrative Code, § III(J), I hereby appoint Patricia Cheever to the City of Everett Elections Commission for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of Patricia Cheever in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett



C0073-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of John T. Spaulding to the City of Everett Zoning Board of Appeals for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

March 3, 2026

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

Dear Honorable Members:

Pursuant to Massachusetts General Laws Ch. 40A §12, the City of Everett Zoning Code, §11 and the City of Everett Administrative Code, § III(Q), I hereby appoint John T. Spaulding to the City of Everett Zoning Board of Appeals for a term not to exceed three (3) years, commencing on March 23, 2026 and ending on March 23, 2029. I respectfully request that the City Council confirm the appointment of John T. Spaulding in accordance with the above-mentioned laws.

Thank you for your attention to this matter.

Thank you,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett

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C0074-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order to formally request that the City Council take the necessary action to remove Mr. Phil Colameta from his position as a member of the Everett Housing Authority Board

Background and Explanation:

Attachments:



Office of Mayor
Robert J. Van Campen

Item Number 9

March 4, 2026

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

Dear President Smith and Honorable Members of the Everett City Council,

Pursuant to the authority granted to me under the Administrative Code of the City of Everett, Massachusetts General Laws and any applicable provisions governing appointments and removals to boards and commissions, I hereby formally request that the City Council take the necessary action to remove Mr. Phil Colameta from his position as a member of the Everett Housing Authority Board.

This request is made after careful consideration of the current and future needs of the Everett Housing Authority and the community it serves. As stewards of public housing resources and programs, members of the Housing Authority Board are entrusted with significant responsibility affecting some of our most vulnerable residents. It is essential that the Board maintain the capacity, engagement, and alignment necessary to effectively carry out its mission.

While I am grateful for Mr. Colameta's years of service, at this time I believe it is in the best interest of the City of Everett, and the Everett Housing Authority, to provide an opportunity for new representation on the Board, allowing other qualified members of the community to serve and contribute their perspectives and experience. A transition in membership will support renewed engagement and continued public confidence in the Housing Authority's governance.

Accordingly, I respectfully request that the City Council take appropriate action to effectuate Mr. Colameta's removal.



City of Everett

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Office of Mayor
Robert J. Van Campen

I appreciate your prompt attention to this matter and your continued partnership in ensuring accountable and effective local governance for the residents of the City of Everett.

Respectfully submitted,

Robert J. Van Campen
Mayor of the City of Everett



City of Everett



C0075-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order to accept and expend a grant from the Commonwealth of Massachusetts Department of Agricultural Resources totaling \$9,000 for the City of Everett Farmer's Market Capacity Building program

Background and Explanation:

Attachments:



Robert Van Campen
MAYOR

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

☎ 617-394-2270

✉ Mayor@ci.everett.ma.us

March 03, 2026

Dear Honorable Council Members:

I hereby submit for your consideration an order to accept and expend a grant from the Commonwealth of Massachusetts Department of Agricultural Resources totaling \$9,000 for the City of Everett Farmer's Market Capacity Building program.

The funds will be utilized to retain the services of a part-time market manager focusing on vendor recruitment, foster vendor participation and long-lasting partnerships, expand community outreach with a special focus on SNAP/EBT accessibility as well as ensure compliance with the city's health, safety and permitting requirements.

This grant funding needs to be expended by July 30, 2026 and does not require any matching funds on the city's part.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert J. Van Campen
Mayor



March 9, 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:

to accept and expend a grant from the Massachusetts Department of Agricultural Resources in the amount of \$9,000 for the Farmer's Market Capacity Building Program

- Identify the source of the grant fund
 - **Massachusetts Department of Agricultural Resources**
- The amount of the grant
 - **\$9,000**
- Identify if there is a city match, and if there is, what is that amount, and what is the source of the City matching funds
 - **No City match is required for the activities provided in the grant.**
- How long is the grant period, i.e., when does the grant need to be spent
 - **July 30, 2026**
- What project, effort, or initiative is the grant funding going to support, and why is that important to the residents of Everett
- **This project will hire a part-time Market manager to -recruit vendors, increase vendor participation to ensure long-lasting partnerships, expand community outreach with a focus on SNAP/EBT accessibility, and ensure compliance with the city's health, safety, and permitting requirements**
- Which department(s) will be responsible for administering the grant, and how it is being spent

- **Department of Planning & Development**



C0076-26

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

Agenda Item:

An order to appropriate a total of \$100,800 from General Fund Budgetary Fund Balance (Free Cash) to the Everett Fire personnel account.

This appropriation is needed to fund increases resulting from the recently ratified collective bargaining agreement with the Everett Fire Union

Background and Explanation:

Attachments:



Robert Van Campen
MAYOR

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

☎ 617-394-2270

✉ Mayor@ci.everett.ma.us

March 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I hereby submit for your consideration an order to appropriate a total of \$100,800 from General Fund Budgetary Fund Balance (Free Cash) to the Everett Fire personnel account.

This appropriation is needed to fund increases resulting from the recently ratified collective bargaining agreement with the Everett Fire Union.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert Van Campen
Mayor



March 9, 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 sum of \$100,800 be appropriated from the General
Fund Budgetary Fund Balance (Free Cash) to the Fire
personnel account.



C0077-26

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

Agenda Item:

In accordance with section 6-6 of the City of Everett Charter, I respectfully recommend that your honorable council vote to retain the services of auditing firm Roselli and Associates to perform the city's annual independent audit for fiscal years 2025, 2026, 2027

Background and Explanation:

Attachments:



Robert Van Campen
MAYOR

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

☎ 617-394-2270

✉ Mayor@ci.everett.ma.us

March 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

In accordance with section 6-6 of the City of Everett Charter, I respectfully recommend that your honorable council vote to retain the services of auditing firm Roselli and Associates to perform the city's annual independent audit for fiscal years 2025, 2026, 2027.

Accompanying this recommendation is an engagement letter detailing the scope of services to be provided by Roselli and Associates.

Respectfully submitted,

Robert Van Campen
Mayor



February 9, 2026

Mr. Omar Boukili
Finance Director
City of Everett, MA
Everett, MA 02149

Dear Mr. Boukili:

We are pleased to confirm the understanding of the services we are to provide for the City of Everett, Massachusetts, for the years ended June 30, 2025, 2026 and 2027. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Everett, Massachusetts, as of and for the years ended June 30, 2025, 2026 and 2027. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Everett, Massachusetts' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Everett, Massachusetts' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Schedule of Proportionate Share of Net Pension Liability
4. Schedule of Contributions to Pension Plan
5. Schedule of the Commonwealth's Collective Share of Net Pension Liability – Massachusetts Teachers' Retirement System
6. Schedule of Changes in Net OPEB Liability and Related Ratios
7. Schedule of Contributions to OPEB Plan
8. Schedule of Investment Returns – OPEB Plan

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Everett, Massachusetts' financial statements.

We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United State of America and will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our audit's report on the financial statements:

1. Schedule of Expenditure Federal Awards.
2. Combining and Individual Fund Financial Statements in the Annual Comprehensive Financial Report (ACFR)

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory Section of the ACFR
2. Statistical Section of the ACFR

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and, (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions

of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the executive governing board of the City of Everett, Massachusetts. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and they may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Everett, Massachusetts' compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Everett, Massachusetts' major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City of Everett, Massachusetts' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes, of the City of Everett, Massachusetts in conformity with U.S. generally accepted accounting principles and Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards and related notes, services previously defined. We, in our sole

professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to either: include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to either: include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes, and that you have

reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance, and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines and may result in a delay or inability to complete the engagement within the established deadlines, if such cooperation or assistance is not provided by your key personnel.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports for other governmental entities as requested; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or

regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Roselli, Clark & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or to the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Roselli, Clark & Associates personnel or designee. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant or Oversight Agency for Audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Tony Roselli, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs, (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed the following:

	FY 2025	FY 2026	FY 2027
Audit of ACFR	\$ 98,500	\$ 101,000	\$ 103,500
End of Year Report Procedures	9,000	9,000	9,000
Pension GASB 67 and 68 Report	7,500	7,500	7,500
	\$115,000	\$117,500	\$120,000

Reports to be issued – prices are included in above amounts:

1. Annual Comprehensive Financial Report.
2. Federal Awards Report Pursuant to Uniform Guidance (Single Audit).
3. Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standard*. (Yellow Book Report)
4. Independent Auditors' Report on Audit of Specific Elements, Accounts and Items of Financial Statements - **Pension System AU805**.
5. Report On Applying Agreed-Upon Procedures Over Compliance Applicable To Massachusetts School Districts' End-of-Year Financial Report. (End of Year Report)
6. Report to those Charged with Governance. (New form management letter)

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You

will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. A copy of the peer review report can be viewed and obtained on our website at: www.roselliclark.com.

We appreciate the opportunity to be of service to the City of Everett, Massachusetts and believe that this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter please sign below and return it to us.

Very truly yours,



Roselli, Clark & Associates
Certified Public Accountants

Certification –

Roselli, Clark and Associates hereby certifies that it is familiar with the provisions of M.G.L. c.268A, the Massachusetts Conflict of Interest Law, and it has no relationship that would constitute a violation of c.268A.

Roselli, Clark and Associates is independent with respect to the City of Everett, Massachusetts in accordance with standards promulgated by the American Institute of Certified Public Accountants (AICPA) and Government Accountability Office (GAO).

RESPONSE:

This letter correctly sets forth the understanding of the City of Everett, Massachusetts.

Signature: _____

Title: _____

Date: _____



C0078-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order to appropriate a total of \$780,000 from General Fund Budgetary Fund Balance (Free Cash) to fund the purchase of a fire suppression apparatus.

This appropriation will allow the city to achieve a 50% cost avoidance and a 3 to 4 year wait time to acquire this critical piece of 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 Van Campen
MAYOR

March 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I hereby submit for your consideration an order to appropriate a total of \$780,000 from General Fund Budgetary Fund Balance (Free Cash) to fund the purchase of a fire suppression apparatus.

This appropriation will allow the city to achieve a 50% cost avoidance and a 3 to 4 year wait time to acquire this critical piece of equipment.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert Van Campen
Mayor



March 9, 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 sum of \$780,000 be appropriated from the General
Fund Budgetary Fund Balance (Free Cash) to fund the purchase
of fire suppression apparatus.



C0080-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

An order requesting the confirmation of the appointment of Officer Ryan Gabriel to the position of Sergeant in the Everett Police Department

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

March 4, 2026

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

I hereby submit for your confirmation of the appointed of Officer Ryan Gabriel to the position of Sergeant in the Everett Police Department.

I recommend your favorable passage of this order.

Respectfully submitted,

Robert Van Campen
Mayor



March 6 , 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:

Confirmation of the appointment of Officer Ryan Gabriel to the
position of Sergeant in the Everett Police Department.



C0058-26

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

Agenda Item:

A petition requesting a new mechanical repair license for 3rd St Auto Repair Inc. at 363 3rd Street

Background and Explanation:

Attachments:



C0059-26

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: March 9, 2026

Agenda Item:

A petition requesting the renewal of a class two motor vehicle dealer license for Woodlawn Auto Sales at 3 Woodlawn ave

Background and Explanation:

Attachments:



C0060-26

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

Agenda Item:

A petition requesting the renewal of a mechanical repair license for Woodlawn Auto Service at 3 Woodlawn Ave

Background and Explanation:

Attachments:



C0079-26

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

Agenda Item:

A petition requesting the renewal of a lodging house license for the Prescott House at 36 Church Street

Background and Explanation:

Attachments:



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



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?



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 21

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 22

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



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.		
Section 8-8.	Bonfires.	Section 8-60.	Appointment of Chief, other Firefighters.
Section 8-9.	Permits for Rockets, Missiles, Similar Projectiles.	Section 8-61.	Powers and Duties of Chief.
Section 8-10.	Public Buildings Fire Alarm System.	Section 8-62.	Duties Generally of Fire Fighters.
Section 8-11.	Apartment House Buildings Fire Alarm System.	Section 8-62.5.	Residency Requirement.
Section 8-12.	Automatic Fire Warning and Smoke Detector Systems in Unoccupied Buildings.	Section 8-63.	Bureau of Fire Prevention.
Section 8-13.	Driving Over a Fire Hose.	Section 8-64.	Badge to be Worn by Fire Fighters.
Section 8-14.	Self-Service Gasoline Stations.	Section 8-65.	Calls Outside of the City.
Section 8-15.	Permit Fee Schedule.	Section 8-66.	Taking Fire Apparatus Outside the City.
Section 8-16.	(Reserved)	Section 8-67.	Gambling and Spirituous Liquors Prohibited in Fire Department Buildings.
Section 8-17.	Outside Details.	Section 8-68.	Agreement to be Signed by Members of Fire Department.
Section 8-18.	Fire Details.	Section 8-69.	Chaplains.
Section 8-19.	Hot Work at Marine Terminals.	Section 8-70.	Fire Hydrant Markers.

**Article II
Fire Department**

City of Everett, MA

Section 8-1

FIRE PREVENTION AND PROTECTION

Section 8-1

**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.**

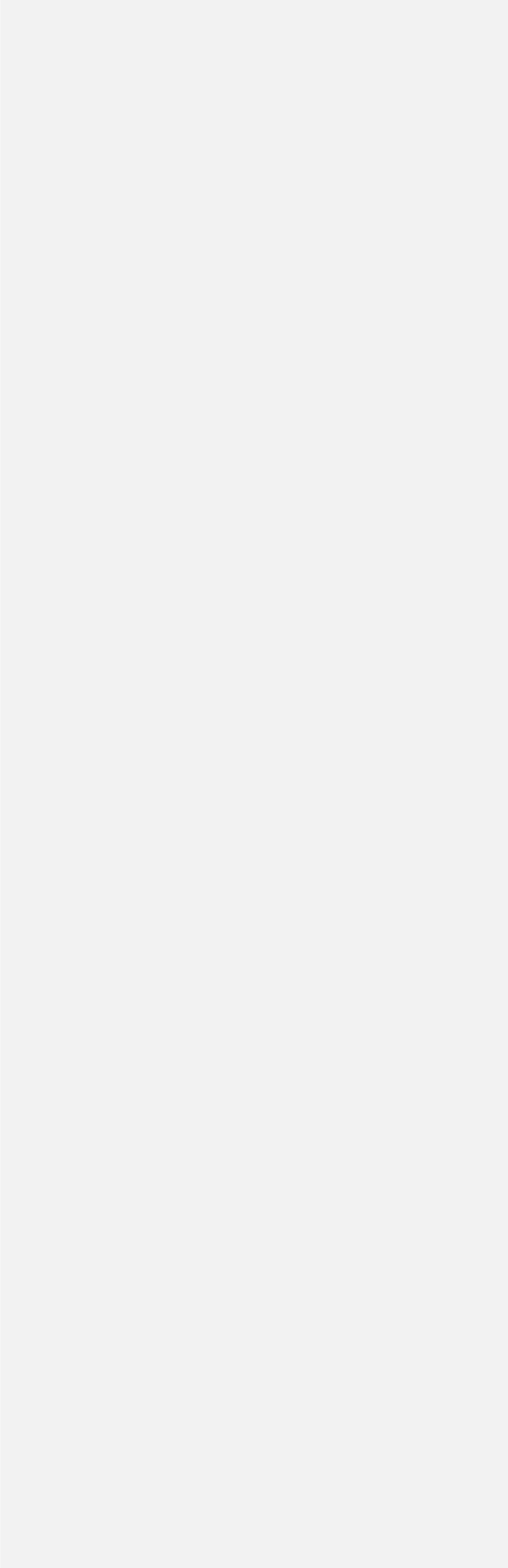
A fire watch shall be composed of permanently appointed firefighters taken from the active ranks of the city of Everett fire department and are here considered equivalent or equal to a fire detail.

- (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



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-

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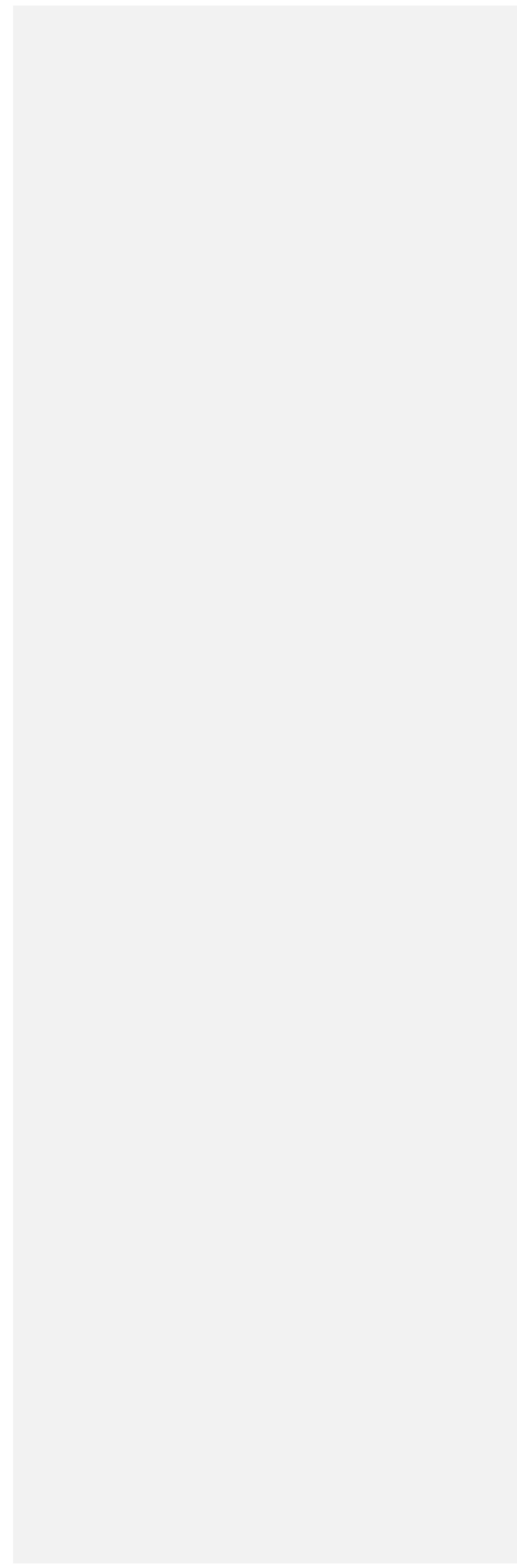
City of Everett, MA

Section 8-7

FIRE PREVENTION AND PROTECTION

Section 8-9

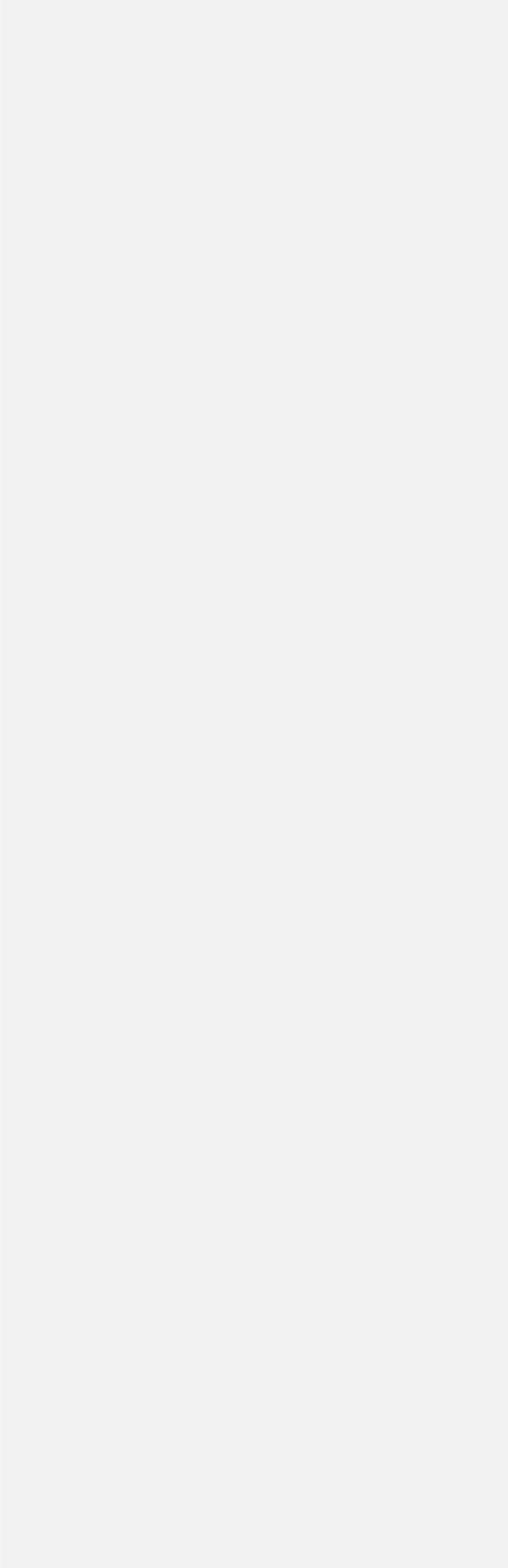
~~a bonfire or any other fire in a public way or in close proximity to any building, except in accordance with a permit from the chief of the fire department.~~



City of Everett, MA
Section 8-7

FIRE PREVENTION AND PROTECTION

Section 8-9



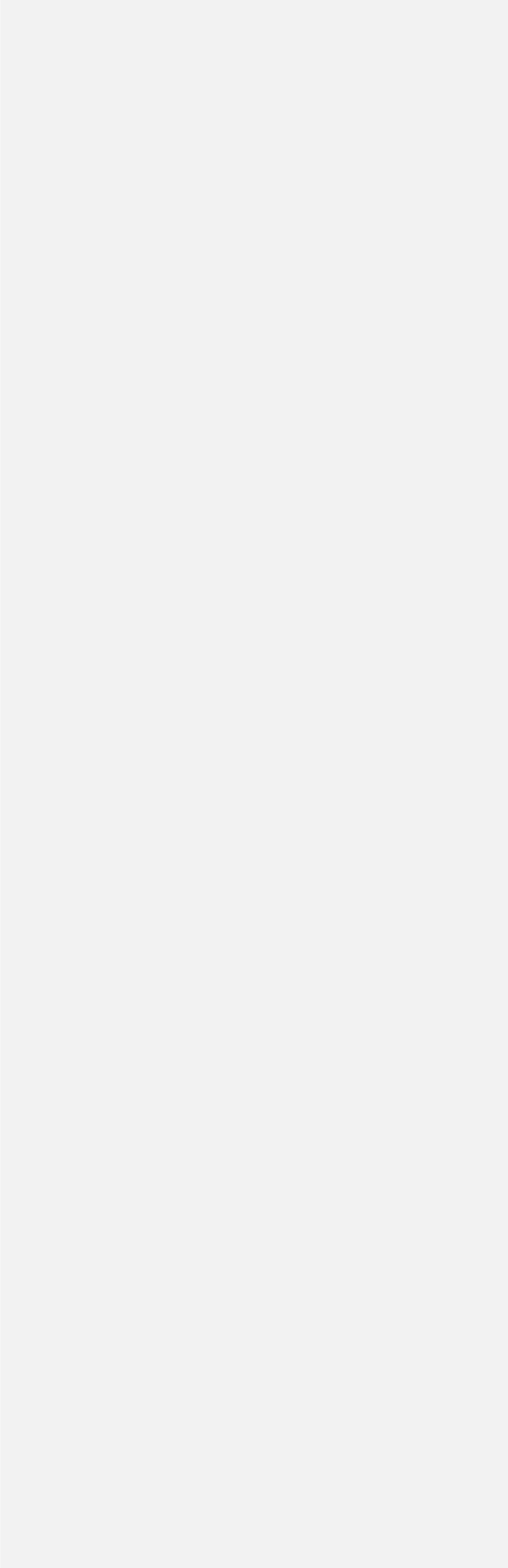
Section 8-12. Automatic Fire Warning and Smoke Detector Systems in Unoccupied Buildings. (Ord. of 11-14-83; Ord. of 7-13-98)

- (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

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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:

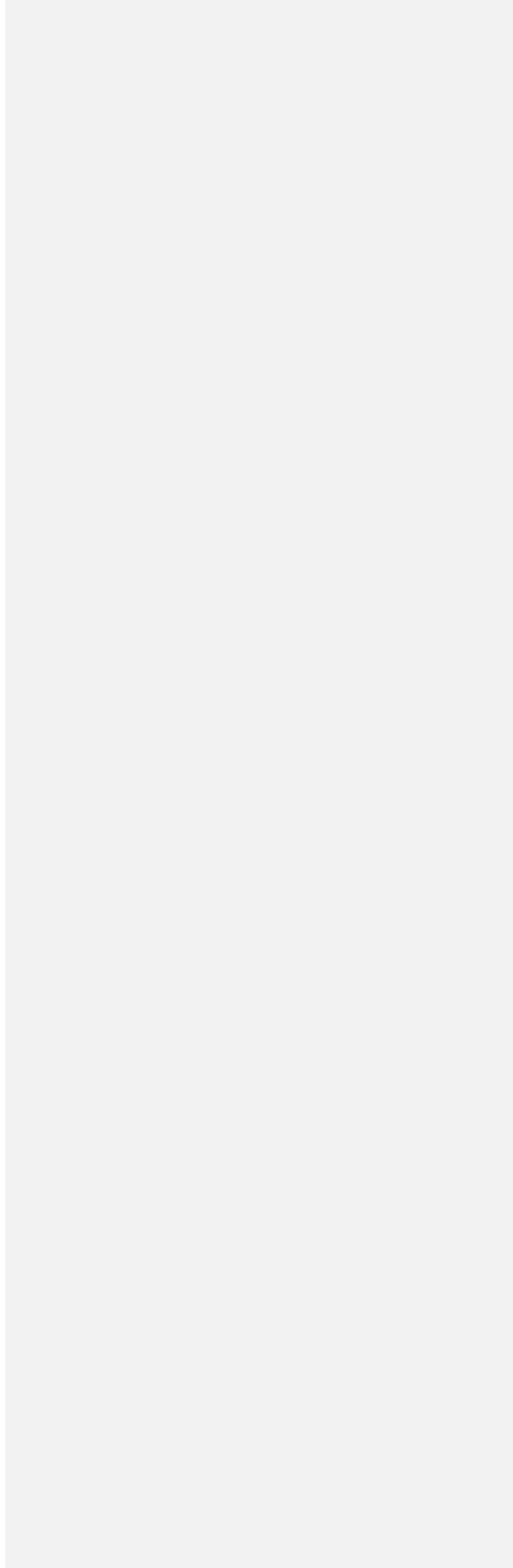
- ~~(1)(f) No fee will be charged for the first two responses to alarm activation, where no smoke or fire condition exists, within a six month period. After the first two offenses the following fees apply:~~
- ~~(2)(1) Response to alarm activation, third offense, where no smoke or fire condition exists, 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



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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).

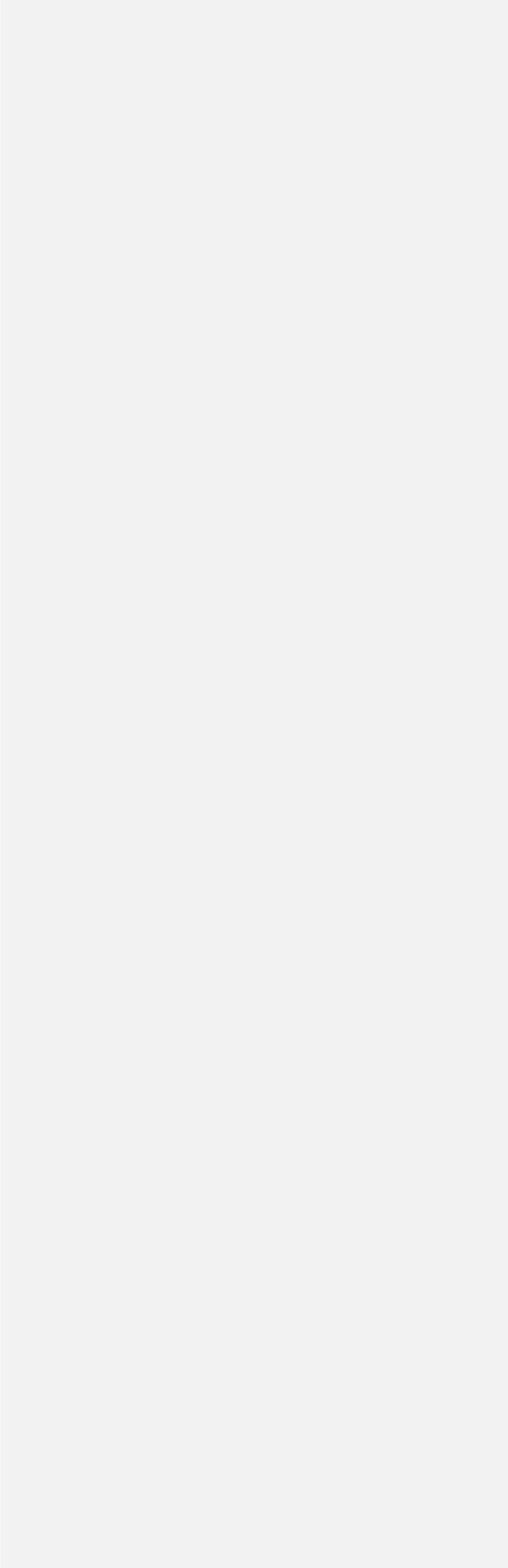
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1. ~~Editor's note: Ord. of 3-8-93, repealed the provisions of former § 8-16, which pertained to key box requirements, as derived from Ord. of 9-3-91 and Ord. of 10-28-91(1). Said provisions were never codified and contained in this Code.~~

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 uncharged 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.

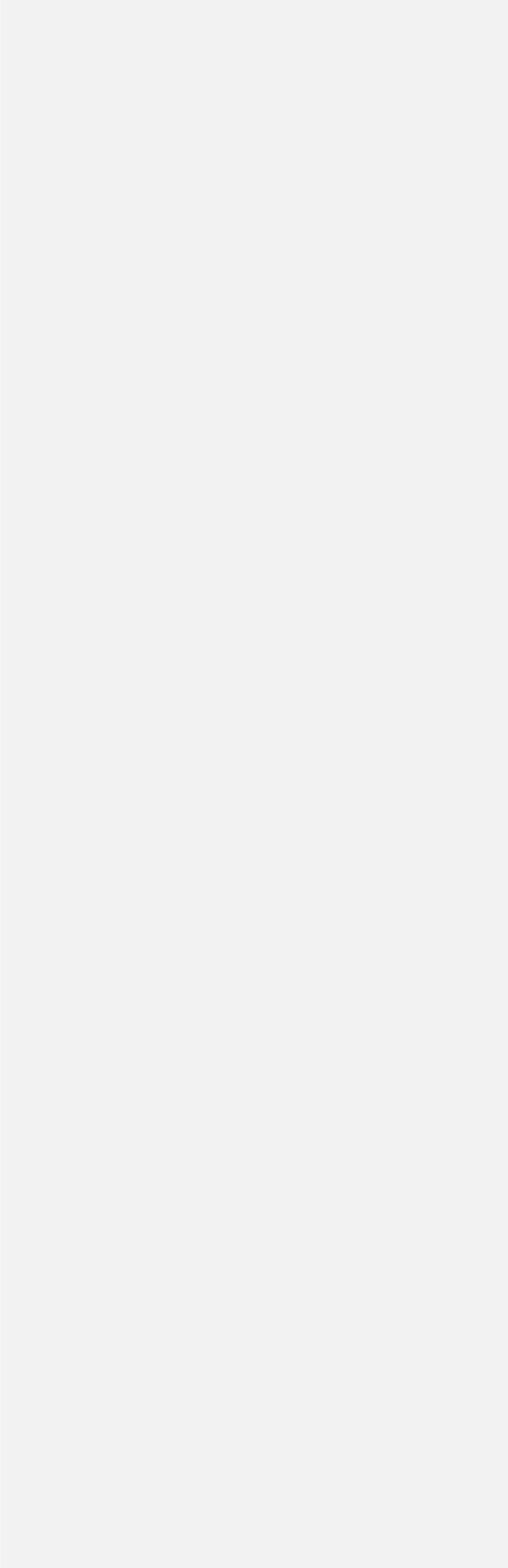
(d) Required for pyrotechnics.

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

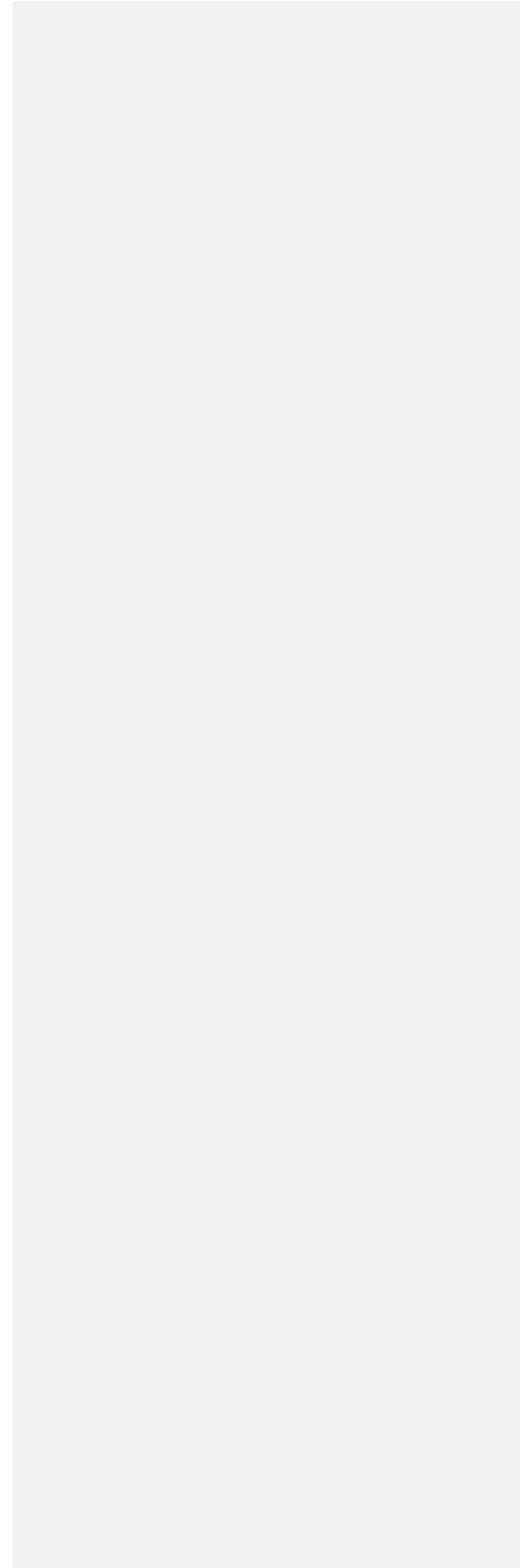
EVERETT CODE

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.



City of Everett, MA

Section 8-70

EVERETT CODE

Section 8-70

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 (\$100~~25.00~~) 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 (\$5~~100.00~~) fee.

(5) Response to alarm activation, sixth and subsequent offense, where no smoke or fire condition exists, a ~~two hundred~~one thousand dollar (\$10~~200.00~~) 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

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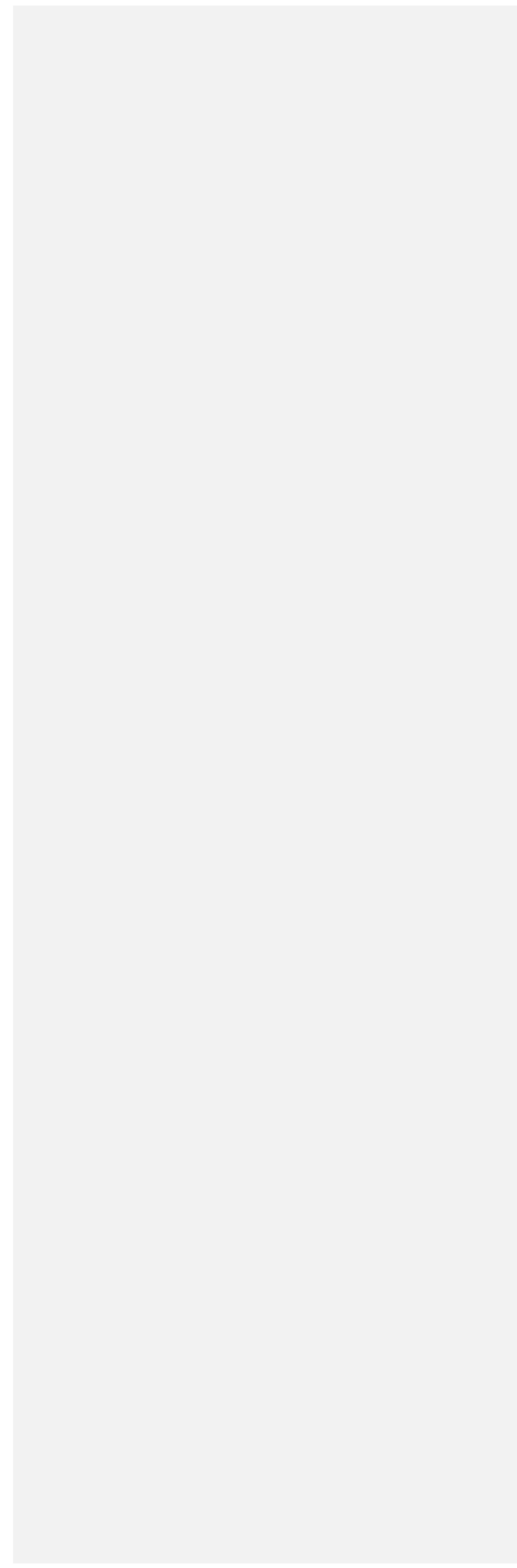
City of Everett, MA

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)

#2- C0026-26

Legislative Affairs & Election Committee
February 26, 2026

The Committee on Legislative Affairs & Elections met on Thursday, February 16, 2026 at 5:30pm in the City Council Chambers.

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

Members present were Councilor Anthony DiPierro, presiding, Councilors Stephanie Martins and Katy Rogers. Member absent was Michael Marchese who was away out of State and unable to return due to recent blizzard.

The Committee considered an Ordinance offered by Councilor Stephanie Smith, as President: An Ordinance proposing amendments to the City's fire prevention and protection.

Deputy Fire Chief Will Hurley and Fire Lieutenant Adam Ragucci were also present.

Deputy Hurley explained that the Fire Prevention section in the City Ordinances was outdated that doesn't reflect the times and that it needed to be updated adding new definitions, new language that would now add some teeth to the ordinances. He agreed to review each proposed change line by line with the Committee to help provide some understanding to the proposed changes. Councilor Martins expressed concern with some of the changes as it related to bonfires – fire pits and smoke detectors in bedrooms. Councilor Martins felt that some amendments may be needed to clarify these two sections. Councilor Rogers inquired if they expected to make any additional changes as it relates to all the new anticipated development being proposed for the City but Deputy Hurley responded that everything is pretty well covered by State Law and Regulations. The Committee was informed that the proposal needed to have appropriate format before proceeding for passage.

The Committee voted: To report back to the City Council with no recommendation pending the proposal being included in the proper format for passage.

Respectfully Submitted,

John W. Burley
Clerk of Committees



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 COUNCILNo. 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

Sergio Cornelio, City Clerk

#10- C0048-26

Legislative Affairs & Election Committee
February 26, 2026

The Committee on Legislative Affairs & Elections met on Thursday, February 16, 2026 at 5:30pm in the City Council Chambers.

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

Members present were Councilor Anthony DiPierro, presiding, Councilors Stephanie Martins and Katy Rogers. Member absent was Michael Marchese who was away out of State and unable to return due to recent blizzard.

The Committee considered an Order offered by Councilor Stephanie 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.

David Flood, Legislative Research Specialist was also present.

Mr. Flood explained that consultant Steve McGoldrick had provided some draft language for the new positions and that he tried to put them into the appropriate format but he noted that it needed a little more work in addition to some amendments expressed by Omar Boukili. He recommended that the matter be referred out to the March 9th regular meeting with no recommendation so the proposed amendments could be provided at that time which would allow a public hearing on the new positions to be held on March 23rd.

The Committee voted: To report back to the City Council meeting on March 9th with no recommendation pending receipts of the appropriate changes needed.

Respectfully Submitted,

John W. Burley
Clerk of Committees



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 COUNCILNo. 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

Sergio Cornelio, City Clerk

#11- C0049-26

Legislative Affairs & Election Committee
February 26, 2026

The Committee on Legislative Affairs & Elections met on Thursday, February 16, 2026 at 5:30pm in the City Council Chambers.

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

Members present were Councilor Anthony DiPierro, presiding, Councilors Stephanie Martins and Katy Rogers. Member absent was Michael Marchese who was away out of State and unable to return due to recent blizzard.

The Committee considered an Order offered by Councilor Stephanie Smith, as President: An Order proposing to amend the City's Administrative Code to establish a Department to Administrative and Financial Services and the position of the Chief Administrative and Financial Officer.

David Flood, Legislative Research Specialist was also present.

Mr. Flood explained that consultant Steve McGoldrick had provided some draft language for the new positions and that he tried to put them into the appropriate format but he noted that it needed a little more work in addition to some amendments expressed by Omar Boukili. He recommended that the matter be referred out to the March 9th regular meeting with no recommendation so the proposed amendments could be provided at that time which would allow a public hearing on the new positions to be held on March 23rd.

The Committee voted: To report back to the City Council meeting on March 9th with no recommendation pending receipts of the appropriate changes needed.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0057-26

To: Mayor and City Council
From: Councilor Anthony DiPierro
Date: March 9, 2026

Agenda Item:

That the city considers dedicating a veteran's memorial square in honor of Ronald D'Onofrio, preferably in the vicinity of Freeman Ave and Elm Street

Background and Explanation:

Attachments:



C0062-26

To: Mayor and City Council
From: Councilor Anthony DiPierro
Date: March 9, 2026

Agenda Item:

A resolution requesting The Department of Transportation and Mobility consider implementing line stripped parking boxes along Elm Street. Furthermore, it is requested that the department seek to identify other areas where they may be useful

Background and Explanation:

Attachments:



C0063-26

To: Mayor and City Council

From: Councilor Wayne A. Matewsky

Date: March 9, 2026

Agenda Item:

That National Grid restore service for the island at 207 Broadway at residents request

Background and Explanation:

Attachments:



C0065-26

To: Mayor and City Council
From: Councilor Holly D. Garcia
Date: March 9, 2026

Agenda Item:

That the MBTA repair the shattered glass in the bus shelter located at Broadway and Raymond St

Background and Explanation:

Attachments:





C0067-26

To: Mayor and City Council

From: Councilor Holly D. Garcia, Councilor Michael K. Marchese

Date: March 9, 2026

Agenda Item:

That the city consider two-sided parking on Normand St. between Kelvin St. and Williams St. from 6pm to 12am

Background and Explanation:

Attachments: