



**Process for making a change to a street light in Newburyport  
i.e., remove a light, change wattage, add a light, or remove or add a pole**

1. Initial request goes to Newburyport Department of Public Services at 978-465-4464 or [dps@cityofnewburyport.com](mailto:dps@cityofnewburyport.com). Pictures may be attached.
2. DPS will have the City Electrician go out to conduct a site inspection.
3. The City Electrician will determine if it needs to go to National Grid or not and will forward on if so.
4. If not, he makes a recommendation to the Mayor's Office who then submits the request to the Council.
5. The Council will then act to refer it to Public Utilities (and Committee of the Whole or Public Safety if there are larger concerns) who then makes their own recommendation back to the Council for a vote.
6. If the light is turned off, City Electrician notifies National Grid and has the City inventory is adjusted accordingly.