



**BOARD OF SELECTMEN
OPEN SESSION MEETING AGENDA
MONDAY, JANUARY 5, 2026
6:00 PM**

Held Remotely Via Zoom
<https://us06web.zoom.us/j/84746169322>
Webinar ID: 847 4616 9322
Audio Call-In: 305-224-1968

- | | |
|---------|---|
| 6:00 PM | Citizen's Comments |
| 6:05 PM | I.1 Discussion and Vote to Adopt the Introduction and Section A, Financial Policy Review Process, of the Draft Town of Dover Financial Policy Manual |
| 6:15 PM | I.2 Ambulance Rates Discussion and Vote |
| 6:25 PM | I.3 Appointments <ul style="list-style-type: none">• Janet Hartke Bowser to the Sustainability Committee to Fill an Unexpired Term Ending June 30, 2027• Charles DeBevoise to the Board of Selectmen Membership Size Study Committee |
| 6:30 PM | I.4 Update on Town Meeting/Budget Calendar of Events |
| 6:35 PM | I.5 Update on Board of Selectmen FY26 Goals and Priorities |
| 6:45 PM | I.6 Board of Selectmen Updates |
| 6:55 PM | I.7 Town Administrator Updates |
| 7:00 PM | Adjournment to Attend a Joint Meeting of the Planning Board and Board of Selectmen |

The Chair reserves the right to call items on the agenda out of order. The times that are listed are approximate times only and items may be reached earlier or later than the posted times.

The next scheduled meeting of the Board of Selectmen is Tuesday, January 27, 2026 at 6:00 PM via Zoom.

Join Zoom Meeting:

<https://us06web.zoom.us/j/84746169322>

Webinar ID: 847 4616 9322

Or listen to the meeting using one of the following (at the time of the meeting):

One Tap Mobile:

+13092053325,,84746169322# US

Or Call on the Telephone:

1-305-224-1968

1-312-626-6799

Zoom Dover BOS protocol:

1. All participants are automatically muted by Host.
2. Public Comment is only allowed during the Public Comment period.
3. Please click Raise Hand in the webinar controls to let the host know you would like to comment.

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: January 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Discussion and Vote to Adopt the Introduction and Section A,
Financial Policy Review Process, of the Draft Town of Dover
Financial Policy Manual

I.1

FINANCIAL POLICY MANUAL

-

**TOWN OF DOVER,
MASSACHUSETTS**

EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT

JULY, 2020

TABLE OF CONTENTS

<u>INTRODUCTION</u>	4
<u>A. FINANCIAL POLICY REVIEW PROCESS</u>	5
<u>B. GENERAL BUDGET POLICIES</u>	6
<u>B-1 Balanced Budget</u>	6
<u>B-2 Preparation and Submission of Budget and Budget Message</u>	6
<u>B-3 Revenue and Expenditure Forecast</u>	7
<u>C. RESERVE FUNDS/FUND BALANCE POLICIES</u>	9
<u>C-1 General Stabilization Fund</u>	9
<u>C-2 Capital Stabilization Policy:</u>	9
<u>C-3 General Reserve Fund</u>	9
<u>C-4 Overlay Reserve</u>	9
<u>C-5 Free Cash</u>	10
<u>D. CAPITAL IMPROVEMENT PLAN AND POLICIES</u>	11
<u>D-1 Capital Improvement Plan Budget</u>	11
<u>D-2 Capital Improvement Financing</u>	11
<u>D-3 Capital Improvement Planning Process</u>	12
<u>E. GRANTS MANAGEMENT POLICIES</u>	14
<u>E-1 Grant Administration</u>	14
<u>E-2 Impact on Operating Budget</u>	14
<u>E-3 Impact on Capital Improvement Plan and Debt Management</u>	14
<u>F. POLICIES REGARDING ESTABLISHMENT AND USE OF FEES</u>	15
<u>F-1 Fees and Charges</u>	15
<u>G. USE OF ONE-TIME REVENUE</u>	16
<u>G-1 Use of One-Time Revenue</u>	16
<u>H. UNFUNDED LIABILITIES POLICIES</u>	17
<u>H-1 Pensions/Retirement</u>	17
<u>H-2 Other Post-Employment Benefits (OPEB)</u>	17
<u>H-3 Compensated Absences</u>	17
<u>I. RISK MANAGEMENT POLICIES</u>	18
<u>I-1 Risk Management Program</u>	18
<u>J. ACCOUNTING/TREASURY/AUDITING/FINANCIAL REPORTING POLICIES</u>	19
<u>J-1 Annual Audit</u>	19
<u>J-2 Audit Review</u>	19
<u>J-3 Cash Flow Forecasting and Budgeting</u>	19

K. PROCUREMENT AND PURCHASING POLICIES 20

K-1 Procurement and Purchasing Policy20

L. INVESTMENT POLICIES 21

L-1 Investment Policy21

APPENDIX 1: Internal Procedures 22

B-4 Personnel Policies and Labor Contracts.....22

I-2 Anti-Fraud Policy and Response Program.....23

J-4 Monthly Reporting.....24

J-5 Cash Collections25

J-6aTax Titles25

J-6b Warranting Accounts Receivable.....25

J-6c Collections.....25

J-6d Liens25

J-7 Reconciling Cash and Receivables26

J-8 Aging Accounts Receivable27

J-9 Unclaimed Vendor and Payroll Checks (Tailings)27

K-2 Post-Issuance Tax Compliance Procedure for Tax-Exempt Debt Obligations and Other Tax-Benefited Obligations28

AUTHORIZATION 29

INTRODUCTION

In order to ensure the growing and continued financial health of the Town of Dover, provide the public with confidence that Town officials seriously respect their responsibility for fiscal stewardship, and demonstrate to bond rating agencies that the Town has thoughtfully prepared for its future, the financial policies outlined below shall guide the Town.

Objectives:

The objectives of the Financial Management Policies are as follows:

- A. To guide the Board of Selectmen, the Warrant Committee, and management staff in evaluating and implementing decisions that have significant impact on the Town.*
- B. To set forth planning and operating principles which require that the cost of government be clearly identified and financial risk be minimized.*
- C. To employ balanced and fair fee and user revenue policies to fund required and needed programs.*
- D. To regularly evaluate the Town's financial capacity to meet present and future needs.*
- E. To promote credible and sound financial management by providing accurate and timely information on the Town's financial condition to elected officials, staff, the public and external interests.*
- F. To ensure current and future capital needs are addressed in a comprehensive and financially sound manner.*
- G. To promote improvement in the Town's credit rating and provide financial resources sufficient to meet the Town's obligations on all municipal debt and other long-term obligations.*
- H. To establish an effective system of internal controls that ensures the legal use of financial resources.*
- I. To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.*
- J. To ensure cash, budgetary, and service level solvency.*

A. FINANCIAL POLICY REVIEW PROCESS

Policy:

The Town shall review financial policies every five years. In the event that the Town Administrator recommends that a policy review take place earlier than five years, the Board of Selectmen shall reconvene the Financial Policy Review Committee, including members or designees of the Selectmen, Warrant Committee, and Capital Planning and Outlay Committee (the "Capital Budget Committee"). The Financial Policy Review Committee shall meet to review, add, delete, or edit policies.

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: January 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Ambulance Rates Discussion and Vote

I.2



MEMORANDUM

Date: January 5th 2026

To: Board of Selectmen

From: Joanne M. Russo Treasurer/Collector

RE: Ambulance Billings Rate Changes

Comstar Ambulance Billing has notified the Town that the 2026 Medicare Rates for the Metro Boston area propose a rate increase of 1.8%. Millage will be increased by 2%.

I am requesting the Board to approve the increase and recommend the rate to be effective February 1st, 2026 to allow Comstar to make necessary billing changes.

SERVICE	CURRENT RATE	PROPOSED RATE	AMOUNT OF INCREASE
BASIC LIFE SUPPORT- EMERGENCY	\$ 1,412.73	\$ 1,438.16	\$ 25.43
ADVANCED LIFE SUPPORT -1	\$ 2,272.31	\$ 2,313.21	\$ 40.90
ADVANCED LIFE SUPPORT -2	\$ 3,369.05	\$ 3,429.69	\$ 60.64
SPECIALTY CARE TRANSPORT	\$ 3,527.09	\$ 3,590.58	\$ 63.49
MILAGE	\$ 36.04	\$ 36.76	\$ 0.72

Thank you,

**Dover, MA**Mona DiSciullo <mdisciullo@doverma.gov>

Fwd: 2026 AMUBLANCE BILLING RATE CHANGES

1 message

Rich Tiberi <rtiberi@doverma.gov>

Wed, Dec 24, 2025 at 6:03 AM

To: Joanne Russo <jrusso@doverma.gov>, Mona DiSciullo <mdisciullo@doverma.gov>

Hello Joanne and Mona,

Received the ambulance bill rate suggested increase late yesterday afternoon. I can assist if needed.

Thanks and Happy Holidays if you are in today.

Thanks

Rich

----- Forwarded message -----

From: **Comstar Ambulance Billing Service** <comstarnewsletter@comstarbilling.com>

Date: Tue, Dec 23, 2025 at 5:09 PM

Subject: 2026 AMUBLANCE BILLING RATE CHANGES

To: <doverfire@doverma.org>**December 23, 2025****2026 Medicare Allowed Rates Published**

Greetings To All,

The 2026 Medicare Allowed Rates were published recently.

The following is the Base Rate percentage increase by state effective 1/1/26:

MA - Boston Area 1.8% MA - Rest 1.5%

NH 2.5%

ME - South .5% ME - Rest 2.5%

RI 1.6%

VT 1.8%

CT 1.1%

NY - 03 1.3% NY - 99 2.1%

The Mileage Rate percentage increase effective 1/1/26 is 2% for all states.

2026 ANNUAL AMBULANCE BILLING RATE REVIEW PROCESS

As I have done in past years, I recommend that all clients review their rates annually and adjust their rates to reflect any increases in operating costs that you have incurred in the past year or project to incur in the new year. The objective here is to provide all clients information to make an informed choice on the level at which they set their rates. Connecticut clients, it is understood that you will utilize the ambulance rates mandated by your state.

Questions I routinely receive from clients are: "when can I change my rates?" and "how high can I set my rates?" You can change your rates at any time you deem appropriate. The OIG guidance on setting rates is to cover your costs. One thing I can do is provide general information on the rate setting patterns of Comstar's 200+ municipal client base. To that end, I have analyzed the current ambulance billing rates set by Comstar's clients. Below is the average rates for the highest 50 Comstar clients:

BLS-E	\$1,885
ALS-1	\$2,701
ALS-2	\$3,794
SCT	\$4,279
Mileage	\$43 per loaded mile

Please note, Comstar is successfully billing and collecting the fees set by highest 50 Comstar clients in full (less applicable co-pays and deductibles) without issue from non-contacted insurance carriers. If your current rates are above these averages above, you do not have an issue. If your rates are below these averages above, you have a potential opportunity for revenue increase.

If you wish to receive a client specific 2026 Rate Change form, please send an email to ratechange@comstarbilling.com. In the subject line print:

"Please Send Me A 2026 Rate Change Form"

Return the completed rate change forms to ratechange@comstarbilling.com If you choose not to make any changes at this time, please write no change on the form and email to this address.

Please contact me anytime with questions.

Happy New Year to you and your family,

Britney

Britney Martin

Director of Patient and Client Services

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: January 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Appointments

I.3



SHAREHOLDER

Charles H. DeBevoise

phone: 617-589-3846

fax: 617-275-7612

email: cdebevoise@davismalm.com

PRACTICE & FOCUS AREA

Chuck is a banking, business and real estate attorney with a primary focus on debt finance. He represents lenders of all types, including commercial banks, credit unions, certified development companies, non-bank lenders and private lenders in commercial lending and commercial real estate mortgage transactions. A significant amount of Chuck's practice involves representing industry-leading institutions on floor plan financing transactions, such as the financing of inventory, real estate and "blue sky." Additionally, he drafts inter-creditor agreements and participation agreements.

Chuck's priority is providing clients with high-quality representation on a timely basis and at a reasonable price. And, his philosophy on closings? They should be signing ceremonies only, with every "i" dotted and "t" crossed beforehand.

Following law school, Chuck was a Law Clerk to the Honorable Donald F. Shea, Associate Justice, Rhode Island Supreme Court from 1983 to 1984.

EDUCATION

J.D., Washington College of Law, The American University

B.A. (cum laude), Providence College

PRACTICE AREAS

Banking & Credit

Commercial Lending

Financial Restructuring, Workouts & Creditor Rights

Floor Plan Lending

Real Estate Finance

SBA Lending

Business

Business Finance

Venture Capital & Private Equity

Real Estate & Environmental

RESULTS

- Counsel to regional lender in numerous auto floor plan, working capital and mortgage financings. Significant transactions include:
 - \$188 million syndicated floor plan, term loan and mortgage loan financing to New England's largest auto dealer group for dealerships in Massachusetts and Rhode Island;
 - \$120 million floor plan and mortgage financing for a large New York-headquartered auto dealer group including 14 auto dealerships and 11 real estate locations in Massachusetts, Connecticut and New York;
 - \$43 million syndicated floor plan and working capital financing to one of western Massachusetts's largest auto dealer groups, including six auto dealer borrowers;
 - \$79 million floor plan financing to two subsidiary groups of a publicly traded Japanese company, with three locations in Massachusetts and nine locations on Long Island, New York;
 - \$32 million floor plan and working capital financing to one of central Massachusetts's largest dealer groups, including five auto dealership borrowers;
 - \$47 million floor plan and acquisition financing for purchase of two Mercedes Benz dealerships in New York City and Long Island areas;
 - \$8.5 million acquisition, construction and permanent mortgage financing for Rhode Island medical office building;
 - 29% participation in \$35 million floor plan loans to dealer group located north of Boston, Massachusetts;
 - \$13 million floor plan financing to Swiss corporation with offices on Long Island for Pennsylvania-warehoused vehicles; complying with new Article 9 perfection rules

& Conveyances

called for filing financing statement in District of Columbia.

- Counsel to venture capital fund in \$4 million Series A Convertible Preferred. Stock investment in Connecticut medical device start-up company with technology licensed by Yale University.
- Counsel to numerous buyers, sellers, and lenders in mergers and acquisitions transactions for nonpublic companies.
- Counsel to bank acting as lender in \$2 million working capital financing and as purchaser of \$1.6 million industrial revenue bond for acquisition and construction of Norton, Massachusetts TPC golf course.
- Counsel to developer borrower for \$4.6 million construction loan for Rhode Island condominium project.
- Counsel to \$1.6 million mezzanine lender for construction of Boston, Massachusetts hotel, including structuring and negotiating inter-creditor agreement with senior lender and subsequent mezzanine loan default workout.

CREDENTIALS

Distinctions:

- Peer Review AV® Preeminent™ rated by Martindale-Hubbell, the highest bestowed rating
- Listed in Who's Who in American Law and Who's Who in America
- Massachusetts Super Lawyers, 2017-2024

Admitted:

- Massachusetts
- Rhode Island
- District of Columbia

Member:

- Boston Bar Association
- Massachusetts Bar Association
- Rhode Island Bar Association
- District of Columbia Bar Association
- American Bar Association
- South Eastern Economic Development Corporation (SEED), Board of Directors (2022-Present)
- International Lawyers Network

MORE THAN A LAWYER

Chuck loves spending his time outside the office in the great outdoors. He is game for just about anything, from hiking to gardening to swimming to golfing. Some people celebrate the end of law school by taking relaxing vacations in the tropics. Not Chuck! He opted instead to participate in a 22-day Outward Bound backpacking and canoeing adventure in the Adirondacks. That's not to say he doesn't enjoy kicking his feet up sometimes. His idea of a perfect summer night would be hosting a cookout on his terrace with friends and his Welsh springer spaniel, George. Since 1988, Chuck has been active in various leadership and volunteer roles with the Boy Scouts of America. In addition, he is deeply committed to supporting St. Dunstan's Episcopal Church in Dover, MA and serves the church in various roles.

NEWS & INSIGHTS

23 Davis Malm Attorneys Recognized by Massachusetts Super Lawyers 2025
<https://www.davismalm.com/resource/23-davis-malm-attorneys-recognized-by-massachusetts-super-lawyers-2025/>

Nearly Two Dozen Davis Malm Attorneys Recognized by Massachusetts Super Lawyers
<https://www.davismalm.com/resource/nearly-two-dozen-davis-malm-attorneys-recognized-by-massachusetts-super-lawyers/>

Chuck DeBevoise Re-elected to SEED Board of Directors
<https://www.davismalm.com/resource/chuck-debevoise-re-elected-to-seed-board-of-directors/>

27 Davis Malm Attorneys Recognized by Massachusetts Super Lawyers
<https://www.davismalm.com/resource/27-davis-malm-attorneys-recognized-by-massachusetts-super-lawyers-2023/>

25 Davis Malm Attorneys Recognized by Massachusetts Super Lawyers
<https://www.davismalm.com/resource/25-davis-malm-attorneys-recognized-by-massachusetts-super-lawyers/>

22 Davis Malm Attorneys Recognized by Massachusetts Super Lawyers
<https://www.davismalm.com/resource/22-davis-malm-attorneys-recognized-by-massachusetts-super-lawyers-2/>

Terms make PPP loan program 'no brainer' for firms, experts say
<https://www.davismalm.com/resource/terms-make-ppp-loan-program-no-brainer-for-firms-experts-say/>

, quoted In Massachusetts Lawyers Weekly

For the 16th Consecutive Year, Davis Malm Participates in 21st Annual Walk to the Hill for Civil Legal Aid
<https://www.davismalm.com/resource/for-the-16th-consecutive-year-davis-malm-participates-in-21st-annual-walk-to-the-hill-for-civil-legal-aid/>

22 Davis Malm Attorneys Recognized by Massachusetts Super Lawyers
<https://www.davismalm.com/resource/22-davis-malm-attorneys-recognized-by-massachusetts-super-lawyers/>

20 Davis Malm Attorneys Recognized by Massachusetts Super Lawyers
<https://www.davismalm.com/resource/20-davis-malm-attorneys-recognized-by-massachusetts-super-lawyers-1/>

23 Davis Malm Attorneys Recognized by Massachusetts Super Lawyers
<https://www.davismalm.com/resource/23-davis-malm-attorneys-recognized-by-massachusetts-super-lawyers-1/>

AWARDS



DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: January 5, 2026

AGENDA ITEM TITLE	ITEM NUMBER
Update on Town Meeting/Budget Calendar of Events	I.4

**TOWN OF DOVER
BOARD OF SELECTMEN
TOWN MEETING/BUDGET
CALENDAR OF EVENTS
OCTOBER 2025 – MAY 2026**

Last updated November 12, 2025; some dates are subject to change

DATE	EVENT	RESPONSIBLE
THURSDAY, SEPTEMBER 18, 2025	CAPITAL BUDGET GUIDANCE ISSUED	CAPITAL BUDGET COMMITTEE
TUESDAY, OCTOBER 14, 2025	CAPITAL BUDGETS DUE TO TOWN ADMINISTRATOR AND CAPITAL BUDGET COMMITTEE	ALL DEPARTMENTS BOARDS/ COMMITTEES/ COMMISSIONS
TUESDAY, NOVEMBER 4, 2025	PERSONNEL BOARD PRESENTS MARKET INCREASE RECOMMENDATION TO THE BOARD OF SELECTMEN	PERSONNEL BOARD
THURSDAY, NOVEMBER 12, 2025	BUDGET GUIDANCE SENT TO DEPARTMENTS AND BOARDS/COMMITTEES/COMMISS IONS	FINANCE DIRECTOR
THURSDAY NOVEMBER 20, 2025	SELECTMEN OPEN MAY 4, 2026 ANNUAL TOWN MEETING (ATM) WARRANT	SELECTMEN
THURSDAY DECEMBER 4, 2025	OPERATING BUDGETS DUE TO TOWN ADMINISTRATOR	ALL DEPARTMENTS/BOARDS/COMMITTEES
MONDAY, DECEMBER 8, 2025	ALL BUDGETS DUE TO TOWN ADMINISTRATOR TOWN ADMINISTRATOR BUDGET REVIEW MEETINGS WITH DEPARTMENTS, AS NECESSARY	ALL DEPARTMENTS BOARDS/ COMMITTEES/ COMMISSIONS
THURSDAY JANUARY 8, 2026	ANNUAL TOWN MEETING WARRANT CLOSES	SELECTMEN/TA OFFICE
THURSDAY JANUARY 8, 2026	WARRANT ARTICLES AND FORMS/TRACKER DISTRIBUTED TO WARRANT COMMITTEE AND SELECTMEN	SELECTMEN/TA OFFICE
FRIDAY, JANUARY 9, 2026	TOWN REPORT SUBMISSION DEADLINE	TOWN REPORT COMMITTEE
THURSDAY, JANUARY 15, 2026	TOWN ADMINISTRATOR PRESENTATION AND SUBMITTAL TO WARRANT COMMITTEE OF DEPARTMENTS AND BOARDS/COMMITTEES/COMMISS IONS FY26 PROPOSED BUDGETS	TOWN ADMINISTRATOR
THURSDAY, JANUARY 22, 2026	SELECTMEN DISCUSS ATM WARRANT ARTICLES	SELECTMEN

JANUARY 26, 2026	ARTICLE CHECK IN/TRACKER UPDATE	TA OFFICE/WARRANT COMMITTEE
THURSDAY, FEBRUARY 5, 2026	SELECTMEN ORDER/ASSIGN ATM WARRANT ARTICLES	
MONDAY, FEBRUARY 9, 2026	ARTICLE CHECK IN/TRACKER UPDATE	TA OFFICE/WARRANT COMMITTEE
MONDAY, FEBRUARY 9, 2026	WARRANT COMMITTEE DEPARTMENT BUDGET REVIEW	ALL DEPARTMENTS/BOARDS/COMMITTEES
WEDNESDAY, FEBRUARY 11, 2026	JOINT REVIEW OF REGIONAL SCHOOL BUDGET WITH SHERBORN FINANCE AND REGIONAL SCHOOL COMMITTEE	WARRANT COMMITTEE/ REGIONAL SCHOOL COMMITTEE/ SHERBORN FINANCE
THURSDAY, FEBRUARY 19, 2026 or MARCH 5 OR MARCH 19	SELECTMEN TO SIGN ATM WARRANT	SELECTMEN
MONDAY, FEBRUARY 23, 2026	ARTICLE CHECK IN/TRACKER UPDATE	TA OFFICE/WARRANT COMMITTEE
MONDAY, FEBRUARY 23, 2026 OR MARCH 9 OR MARCH 23	ATM WARRANT TO PRINTER	TA OFFICE
MONDAY, MARCH 2, 2026 OR MARCH 16 OR MARCH 30	ATM WARRANT MAILED	TA OFFICE
MONDAY, MARCH 2, 2026 7:30 PM	TOWN CAUCUS	TOWN CLERK
WEDNESDAY, MARCH 4, 2026	FINAL BUDGET REVIEW AND REVIEW OF ALL ARTICLES AND CITIZENS' PETITIONS	WARRANT COMMITTEE
MONDAY, MARCH 9, 2026	ARTICLE CHECK IN/TRACKER UPDATE	TA OFFICE/WARRANT COMMITTEE
MONDAY, MARCH 9, 2026 7:30 PM	WARRANT COMMITTEE'S OPEN HEARING	TA OFFICE/WARRANT COMMITTEE
THURSDAY, MARCH 19, 2026	SELECTMEN REVIEW BALLOT QUESTIONS	SELECTMEN
MONDAY MARCH 23, 2026	WARRANT COMMITTEE FINAL ARTICLE REPORTS DUE (NO CHANGES TO ARTICLES AFTER THIS DATE)	EVERYONE
MONDAY, MARCH 30, 2026	BLUE BOOK TO PRINTER	TA OFFICE/WARRANT
MONDAY, APRIL 6, 2026 3:00 PM	DEADLINE TO SUBMIT NOMINATION PAPERS TO BOARD OF REGISTRARS	BOARD OF REGISTRARS
MONDAY APRIL 6, 2026 3:00 PM	DEADLINE FOR SUBMITTING BALLOT QUESTIONS TO TOWN CLERK	TOWN CLERK
TUESDAY, APRIL 14, 2026	DEADLINE FOR FINALIZING WARRANT ARTICLE MOTIONS	SELECTMEN/TA/WARRANT
TUESDAY, APRIL 14, 2026	SELECTMEN TO SIGN ELECTION WARRANT	SELECTMEN/CLERK
WEDNESDAY APRIL 15, 2026	ELECTION WARRANT TO PRINTER	TOWN CLERK

THURSDAY, APRIL 16, 2026	"BLUE BOOK" MAILED/TOWN REPORT NOTIFICATION	TA OFFICE/WARRANT
THURSDAY APRIL 23, 2026 8:30 AM TO 5:00 PM	LAST DAY TO REGISTER TO VOTE FOR TOWN MEETING AND ELECTION	TOWN CLERK
WEDNESDAY APRIL 22, 2026	ELECTION WARRANT MAILED	TOWN CLERK
TUESDAY APRIL 28, 2026 6:30 PM	MODERATOR'S MEETING RE TOWN MEETING	MODERATOR
<i>MONDAY</i>	<i>MAY 4, 2026 (May 11, if another night is needed) 7:00 PM</i>	<i>TOWN MEETING</i>
<i>MONDAY</i>	<i>MAY 18, 2026 7:00 AM – 8:00 PM</i>	<i>TOWN ELECTION</i>

NOTE: WARRANT COMMITTEE MEETS ON WEDNESDAYS AND AT OTHER
VARIED TIMES DURING BUDGET SEASON. SELECTMEN MEET ON ALTERNATE
THURSDAY EVENINGS AT 6:30 PM. DATES ARE SUBJECT TO CHANGE.

9/25/25

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: January 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Update on the Board of Selectmen FY26 Goals and Priorities

I.5

FY26 Board of Selectmen Goals & Priorities

Priority

Focus Area

Suggested Key Actions

Communication, Community Engagement, and Quality of Life	I. Public Outreach	1. Continue to hold BOS public office hours.
		2. Consider holding Town House staff public office hours at Community Center.
		3. Consider quarterly in person BOS meetings.
		4. Improve communication with boards/committees/commissions; Hold training sessions.
		5. Pursue use of AI technology to assist boards/committees/commission with producing meeting minutes.
		6. Attend Town events such as Dover Days and meet with community groups.
	II. Public Communication/Education	1. Complete redesign of website to improve navigation/reduce clicks needed to find frequently accessed information and resources.
		2. Rollout communications plan and implement recommended actions.
		3. Develop a Citizen's Academy to engage and educate community members on all aspects of Dover's municipal government through instruction by Town leaders and Department Heads, including considering a podcast approach.
	III. Quality of Life	1. Successful opening and ongoing operational support of the Caryl Community Center.
		2. Establish Pedestrian Safety Working Group.
		3. Pursue Age Friendly Community designation.
		4. Pursue Purple Heart Community designation.
		5. Revitalize emergency management planning; Determine long-term emergency management structure.
Finance	I. Capital Planning and Funding	Support and facilitate the UMass Boston Edward J. Collins, Jr. Center for Public Management Capital Improvement Plan development and implementation.
	II. Financial Policies, Procedures, and Operations	1. Successful recruitment of vacant accounting positions.
		2. Review and update of financial policies and procedures.
		3. Issue RFP for investment advisor services and provide investment strategy and guidelines.
		4. Review all revolving funds for scale and appropriateness of the fund sizes.
		5. Support Warrant Committee review of the "Blue Book" and overall budget process and timeline.
Sustainability		6. Regular reporting of financial information.
	I. Climate	Support and work with the Sustainability Committee to pursue development of a Climate Action Plan, including considering municipal vehicle electrification opportunities.
	II. Water	1. Revisit completed water study reports and determine next steps re: aquifer resiliency, water supply, and potential additional bylaw changes.
		2. Consider a potential sale of the Town-owned water distribution main to Aquarion.
		3. Support review of potential upgrades of the Caryl Park Well Pumphouse.
	III. Energy	1. Support and facilitate municipal electrical aggregation plan, including considering clean energy default option.
		2. Support the Sustainability Committee on launching an Energy Coaches program.
	IV. Biodiversity	Support and work with the Sustainability Committee to pursue development of a planting guide for municipal property to promote sustainable and native plantings, promote health landscaper, and greater biodiversity.

Priority	Focus Area	Suggested Key Actions
Planning and Development	I. Housing Development Study and Plan	Support and facilitate completion of the housing development study and plan process.
	II. MBTA Communities Act	Support Planning Board through MBTA Communities Act process.
	III. Rail Trail	1. Support Park & Recreation Commission to review the design, engineering and permitting of a potential recreational trail. 2. Plan to bring rail trail plan/proposal to Special Town Meeting.
	IV. Dover's Town Center	1. Support Planning Board in the Village Center Visioning process. 2. Support review of potential intersection improvements.
	V. Land Use Departments	Evaluate land use department coordination/staffing.
Human Resources and Staffing	I. Hiring/Succession Planning	Appropriately staff the townhouse for new, replacement and/or necessary new positions. a. Thank and replace consultants with staff. b. Explore grant writer and information technology support.
	II. Board/Committee/Commission Member and Employee Training	Conduct board/committee/commission training on rules, regulations, and policies. Implement coaching/mentoring/team building for management staff.
	III. Classification & Compensation Plan	Support Director of Human Resources and Personnel Board with classification and compensation plan update and implementation.
Special Projects	I. Online Permitting	Successfully implement online permitting software.
	II. BOS 3 to 5 Committee	Support 3 to 5 Committee to develop report and recommendation.
	III. Information Technology and Cybersecurity	Activate and transition all municipal buildings to the new municipal fiber network.
	IV. Public Safety Dispatch Regionalization	Continue to pursue regionalization of public safety dispatch operations.
	V. Review of Town Public Ways	Engage Town Counsel, Town Clerk, and Planning Board to review the title for each public way to ensure proper recording and identify all unaccepted and private roads.

Dover-Sherborn Public Schools District Strategy 2023-2028
Dover Town Library 2024-2027 Strategic Plan

<https://www.doversherborn.org/about-us/strategic-plan>
<https://dovertownlibrary.org/about/our-mission-statement/>

Voted 09-16-25

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: January 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Board of Selectmen Updates

I.6



DOVER
BOARD OF SELECTMEN MEETINGS
UPCOMING SCHEDULE AND POTENTIAL AGENDA ITEMS
(Meetings are held at 6:30 PM via Zoom Unless Otherwise Indicated)

Tuesday, January 27, 2026, 6:00 PM

- Presentation Update by the Board of Appeals re Activities and Events
- Selectmen Discuss ATM Warrant Articles
- Discussion and Vote re 2026 Mileage Reimbursement Rate
- Review and Approve Board of Selectmen 2025 Annual Town Report
- Update on Town Meeting/Budget Calendar of Events
- Update on Board of Selectmen FY26 Goals and Priorities
- Board of Selectmen Updates
- Town Administrator Updates
- Consent Agenda
 - Approve Acceptance and Expenditure of
\$200 Gift to the Historical Commission

Thursday, February 5, 2026

- Presentation Update by the Cultural Council re Activities and Events
- Selectmen Discuss ATM Warrant Articles
- Update on Town Meeting/Budget Calendar of Events
- Update on Board of Selectmen FY26 Goals and Priorities
- Board of Selectmen Updates
- Town Administrator Updates
- Consent Agenda

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: January 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Town Administrator Updates

I.7

FY2026 Project Status Summary for January 5, 2026 BOS Meeting

	Status	Key Actions	Next Steps
HR Projects			
Classification & Compensation Update	In Progress		
Fire Chief Recruitment	Complete	Fire Chief Gerry Smith's pinning and swearing in ceremony was held on September 9, 2025.	
Town Engineer Recruitment	In Progress		
Management Analyst/Communications Assistant Recruitment	Complete	Suzanne Hilts started on September 10, 2025.	
Town Accountant Recruitment	Complete	Molly Ahearn starts on January 12, 2026.	
DPW Contract Negotiations	In Progress		
Police Contract Negotiations	Preparing		
Town-Wide Community Projects			
MBTA Communities Act	Complete	Dover achieved compliance at Special Town Meeting on September 29, 2025.	
Housing Task Force Working Group	In Progress	Housing Study consultant selected and project has started.	
Public Safety Regional Dispatch Operations	In Progress	IMA with HRECC approved at the April 28, 2025 BOS meeting. HRECC site visit scheduled for October 24, 2025.	Awaiting next Support & Incentive Grant round.
BOS Size Study Committee / Bylaw Review	In Progress	BOS has included this as a goal/priority for FY26.	
Town Communications	In Progress	ATA serving as point person.	Preparing for Communication Plan rollout.
Opioid Settlement	In Progress	Dover to receive almost \$150,000 as part of nationwide settlement agreement with manufacturers and distributors.	Agreement requires establishment of working group to determine the best use of funds for opioid prevention.
Pedestrian Safety Working Group	In Progress	Three meetings held to date.	Next meeting scheduled for January 26, 2026.
Age Friendly Community	In Progress		
Purple Heart Community	In Progress		
Rail Trail	In Progress	Grant secured to "refresh" previous feasibility study; Public information session was held on February 25, 2025.	Working group meeting on next steps and to develop a project timeline and design plan.
Municipal Electricity Aggregation	In Progress	The May 2024 Annual Town Meeting authorized the Town to undertake this process; BOS approved development and management agreement on May 22, 2025.	
Long-term Water Sustainability	Ongoing	Report is complete and has been uploaded to website and shared in the April newsletter and on social media; Aquarion updated BOS on May 22, 2025, including exploring an interconnection with Dedham-Westwood Water District and purchasing the town's water distribution main.	Public presentation and engagement campaign regarding report and report findings; BOS determines path forward, if any; BOS to continue Aquarion discussion, including use of Ponzi land.
IT Projects			
Municipal Fiber Network Implementation	In Progress	Awarded \$115,000 grant to cover cost of implementation; Installation complete.	Go live date scheduled for January 9, 2026.
Town-Wide Document Digitization	On Hold		
Online Permitting	In Progress	System went live on November 17, 2025.	
Meeting Minute AI Technology Tool	In Progress		Reviewing software options.
Website Redesign	In Progress	ATA serving as point person.	
Building Projects			
Community Center	In Progress	Ribbon Cutting Ceremony was held on September 13, 2025 at Dover Days.	
Town House Remodel	On Hold		Restart following Community Center building project.
Town House Window Replacement	Complete		
Town House Roof Replacement	Complete		
Public Works Projects			
Centre Street Bridge Replacement	In Progress	Coordinated with Needham to place bridge on TIP; Design funds secured: \$2,000,000; Construction Funds Secured: \$13,000,000	
2025 Road Paving Program	In Progress		
Misc. Projects			
Board/Committee/Commission Training Sessions	In Progress	First training held on December 2, 2025.	
Bid Town Electric Supply	Not Started	Check with Schools/Region if they have done this or have an interest in doing so.	
Review of Town Public Ways	In Progress	Work underway with Town Counsel.	
Emergency Management Planning	In Progress	Chief Smith designated as Emergency Management Director.	
Budget and Finance Related			
FY27 Operating Budget	In Progress	Department Head budget meeting held on November 19, 2025.	
FY27 Capital Budget	In Progress	See Capital Budget Plan Improvement Project.	
Investment Advisory Working Group	In Progress	BOS agreed to create a permanent committee on October 9, 2025.	
"Blue Book" Review and Budget Process/Timeline	In Progress	Working with/supporting Warrant Committee efforts.	
Capital Budget Plan Improvement Project	In Progress	Work underway with UMass Boston Edward J. Collins, Jr. Center for Public Management	