



**BOARD OF SELECTMEN  
OPEN SESSION MEETING AGENDA  
TUESDAY, JANUARY 27, 2026  
6:00 PM  
GREAT HALL, DOVER TOWN HOUSE**

- |         |      |   |
|---------|------|---|
| 6:00 PM | I.1  | Promotion of Police Officer Jeffrey Lynch to Sargeant and Swearing-In and Pinning Ceremony  |
| 6:15 PM |      | Citizen's Comments  |
| 6:20 PM | I.2  | Discussion re Preliminary FY27 Operating Budget   |
| 6:30 PM | I.3  | Discussion re Level 1 Drought Status  |
| 6:40 PM | I.4  | Appointment of Sue Geremia to the Personnel Board for a Term Ending on June 30, 2027  |
| 6:45 PM | I.5  | Vote to Declare Fire Department Equipment as Surplus Items for Disposal and/or Auction <ul style="list-style-type: none"><li>• 20 Obsolete Portable and Mobile Radios (Disposal)</li><li>• 1989 Engine 1 Fire Truck (Auction)</li></ul>   |
| 6:55 PM | I.6  | Review and Approve Board of Selectmen's 2025 Town Report  |
| 7:05 PM | I.7  | Update on May, 2026 Town Meeting and Warrant Articles   |
| 7:15 PM | I.8  | Update on Board of Selectmen FY26 Goals and Priorities  |
| 7:25 PM | I.9  | Board of Selectmen Updates  |
| 7:35 PM | I.10 | Town Administrator Updates  |
| 7:45 PM | C.1  | Consent Agenda <ul style="list-style-type: none"><li>• Approve IRS 2026 Business Standard Mileage Reimbursement Rate Increase of 2.5 Cents to 72.5 Cents Per Mile</li><li>• Approve Acceptance and Expenditure of a \$5,700 Mass Cultural Council Grant to the Dover Cultural Council</li><li>• Approve Acceptance and Expenditure of a \$3,500 MA Department of Conservation and Recreation Volunteer Fire Capacity Reimbursable Matching Grant to the Fire Department</li></ul> |
| 7:50 PM | ES.1 | Executive Session Under Purpose 2 of M.G.L., Chapter 30A, Section 21(a) to Conduct Strategy Sessions in Preparation for Negotiations with Nonunion Personnel-Town Administrator   |

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 Thursday, February 5, 2026 at 6:30 PM via Zoom.

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: January 27, 2026**

<b>AGENDA ITEM TITLE</b>	<b>ITEM NUMBER</b>
Promotion of Police Officer Jeffrey Lynch to Sargeant and Swearing-In and Pinning Ceremony	I.1

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: January 27, 2026**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Discussion re Preliminary FY27 Operating Budget

I.2

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: January 27, 2026**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Discussion re Level 1 Mild Drought

I.3

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: January 27, 2026**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Appointment of Sue Geremia to the Personnel  
Board for a Term Ending on June 30, 2027.

I.4

## DOVER BOARD OF SELECTMEN

### Agenda Item Summary

Meeting Date: January 27, 2026

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#### AGENDA ITEM TITLE

#### ITEM NUMBER

Vote to Declare Fire Department Equipment as Surplus      I.5  
Items for Disposal and/or Auction

- 20 Obsolete Portable and Mobile Radios (Disposal)
- 1989 Engine 1 Fire Truck (Auction)

# TOWN OF DOVER



# FIRE DEPARTMENT

1 WALPOLE STREET

P. O. BOX 303

DOVER, MASSACHUSETTS 02030

TEL 508-785-1130

FAX 508-785-8122

Date: January 8, 2026

To: Michael Blanchard-Town Administrator

From: Richard Tiberi-Fire Department *RT*

Re: Surplus Material-Radio Equipment

We are writing to request that the Board of Selectmen declare radio equipment as surplus items for disposal. The Fire Department has out of service emergency response mobile radios, portable radios and radio parts we wish to dispose of. All radio equipment is out of service, out of compliance and not supported by the vendor. All radio equipment is over 25 years old. It has no or very limited value. Radio equipment shall be destroyed and/or disposed of.

Manufacturer: Motorola

Type and Age: Approximately 10 Portables & 10 Mobile Radios

If you have any questions, please feel free to contact us.

Thank You

# TOWN OF DOVER



# FIRE DEPARTMENT

1 WALPOLE STREET

P. O. BOX 303

DOVER, MASSACHUSETTS 02030

TEL 508-785-1130

FAX 508-785-8122

Date: January 6, 2025

To: Michael Blanchard-Town Administrator

From: Gerry Smith-Fire Chief

A handwritten signature in black ink, appearing to read "Gerry Smith", is written over the "From:" line.

Re: Surplus Equipment-Engine1

The Town of Dover Fire Department shall remove Engine 1 from service shortly and replace it with a new Engine. We plan on selling Engine utilizing the MMA auction system. Engine 1 is 37 years old and has an open rear cab design. The Engine has a limited value of approximately \$10,000 to \$14,000.

Manufacturer: Pierce

Make: Lance

Registration: MF71D

VIN Number: 1P9CT01D6KA040690

If you have any questions, please feel free to contact us.

Thank You





# CERTIFICATE OF REGISTRATION

Please keep this document in your vehicle at all times

# EOT

PLATE TYPE MVN	REGISTRATION NUMBER MF71D	REGISTRATION TYPE MUNICIPAL	EFFECTIVE DATE 01/14/10	EXPIRES LAST DAY OF →	MONTH NEXPD	YEAR	TRANSACTION NUMBER 02001470070106
MAKER MODEL YEAR 1989	MAKE PIERC	MODEL LANC	BODY STYLE TYPE TRUCK	COLOR RED	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED.
VEHICLE IDENTIFICATION NUMBER 1P9CT01D6KA040690		INSURANCE COMPANY SELF INSURED		TITLE NUMBER AE775915		REGISTRAR Rachel Kaprielian	
RESIDENTIAL ADDRESS (IF DIFFERENT)					FEES		
NAME(S) OF OWNER(S) AND MAILING ADDRESS DOVER TOWN OF 1 WALPOLE ST DOVER, MA 02030-2537					REGISTRATION 0.00		
					TITLE 0.00		
					SPECIAL PLATES 0.00		
					SALES TAX 0.00		
					TOTAL 0.00		
<b>THE COMMONWEALTH OF MASSACHUSETTS REGISTRY OF MOTOR VEHICLES</b> The records of the RMV database constitute the official status of the vehicle registration.							

SPECIAL MESSAGE IF THIS VEHICLE IS NEWLY ACQUIRED, IT MUST BE INSPECTED WITHIN SEVEN (7) DAYS OF REGISTRATION.	CHANGE OF ADDRESS
	STREET ADDRESS
	CITY, STATE, ZIP CODE

## Important Information for Vehicle Owners

- If this vehicle is newly acquired, it must be inspected within seven (7) days of registration.
- By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: [www.mass.gov/rmv](http://www.mass.gov/rmv) or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- For Customer Service call: 1-800-858-3926 for area codes (351/413/508/774/978) or call 1-617-351-4500 for area codes (339/617/781/857).
- Return the registration plates to the RMV immediately if:
  - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a copy of the *Bill of Sale*, *Title*, and completed *Reassignment of Title* for your records to document the transfer.
  - You move to another state and you register the vehicle in that state.
  - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

**Transferring Your Plates:** Massachusetts law (G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. All of the following must be met:

- You are at least 18 years of age and you own the motor vehicle or trailer identified on this *Registration Card*;
- You transfer ownership of this vehicle to another person or permanently lose possession of it (such as through repossession, etc.);
- The newly acquired vehicle is of the same vehicle type (passenger vehicle to passenger vehicle, trailer to trailer, etc.); the same registration type (passenger to passenger, commercial to commercial); and has the same number of wheels; and,
- The seller and buyer properly complete the Assignment of the Certificate of Title (for the newly acquired "used" vehicle) or Certificate of Origin (if a "new" vehicle). If all of the above are met, you may operate the newly acquired vehicle with the transferred plates up to 5:00 pm of the 7th calendar day following the date of transfer (or loss of possession). The day of transfer or loss is day 1. During those 7 days, you must carry the *Bill of Sale* (or the dealer's *Purchase Contract*) for the newly acquired vehicle and this *Registration Card* when operating the vehicle. See *FAQs About the Seven-Day Registration Transfer Law* on the RMV's website at [www.mass.gov/rmv](http://www.mass.gov/rmv).

**No Insurance Card Required:** Massachusetts's law does not require an insurance card. The law, M.G.L. Chapter 90, Section 34A and Chapter 175, Section 113A requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. If an insurer is identified on the face of this *Registration Card*, it is required by law to electronically notify the RMV (Registry of Motor Vehicles) if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked.

## SAVE TIME IN LINE BY GOING ONLINE AT [WWW.MASS.GOV/RMV](http://WWW.MASS.GOV/RMV)

Change Your Address  
Order Special Plates  
Pay Citations  
Registration Inquiry

Renew Your Driver's License  
Renew Your Mass ID  
Renew Your Registration  
Replace your Driver's License

Replace Your Mass ID  
Request Duplicate Registration  
Title/Lien Inquiry  
Verify Driver's Education Certificate

VISIT OUR WEBSITE FOR A FULL LIST OF AVAILABLE TRANSACTIONS



**TOWN OF DOVER**  
**Policy on the Disposition of Surplus Material**

**I. Purpose**

On occasion, the Town of Dover ("Town") finds it necessary to dispose of materials, equipment, or other property that are no longer needed or useful. The following policy/procedure outlines the process to be followed in the disposition of such surplus items. This policy applies to all items having resale or salvage value regardless of dollar amount. This policy does not apply to the disposal of real property.

**II. Statutory Authority**

Massachusetts General Laws c.30B, §15 provides a statutory framework for the Town to dispose of a tangible supply, no longer useful to the Town but having resale or salvage value. These rules apply to all tangible surplus supplies including, but not limited to, motor vehicles, machinery, computer equipment, furniture, and other materials and items.

**III. Administration**

This policy shall be implemented through the Town Administrator, serving as Chief Procurement Officer, or his/her designee.

**IV. Procedure**

**A. Designation and Approval of Surplus Items regardless of dollar amount:**

1. No tangible surplus items owned by the Town having resale or salvage value shall be sold or otherwise disposed of except upon the written recommendation of the respective Department Head to the Town Administrator. The recommendation shall include a specific description of the item including relevant make, model number, serial number, or vehicle identification number, as applicable. The recommendation shall also include justification for the request.
2. The Town Administrator shall review the recommendation and make a final determination of its merits. A list of approved items shall be submitted to the Board of Selectmen (the "Board") for final authorization.

3. Upon the Board's approval, the Department Head or his/her designee shall work with the Town Administrator to coordinate the sale or disposal.
- B. Disposal of Surplus Items with value estimated at \$10,000 or more:
1. The Town shall offer such items through competitive sealed bids, public auction, or established markets in accordance with G.L. c. 30B.
  2. Notice of sale by bid or auction shall conform to the procedures set forth in c.30B. The notice shall indicate the items offered for sale, designate the location and method for inspection of such supply, state the terms and conditions of sale including the place, date and time for the bid opening or auction, and state that the Town retains the right to reject any and all bids.
  3. If the Town rejects the bid of the highest responsive bidder, the Town may:
    - a. negotiate a sale of such supply so long as the negotiated sale price is higher than the bid price; or
    - b. resolicit bids.
  4. The acceptance or rejection of any bid will be reviewed by the Town Administrator or his/her designee.
  5. The Town Administrator, or his/her designee, may trade-in a supply if it is clearly listed for trade-in in an invitation for bids or request for proposals in accordance with c.30B.
- C. Disposal of Surplus Items with value estimated at less than \$10,000:
1. Sealed bids, public auction, or online auctions are strongly encouraged for items with an estimated value over \$1,000, but less than \$10,000.
  2. Items should be first made available to Town Departments (via e-mail with pictures attached if appropriate).
  3. If unsuccessful, the items should then be offered to other municipalities, school districts or non-profit organizations via a 'list-serve' (or other means) if the Department Head deems it is appropriate.
  4. If there is no interest, the item(s) may be junked, scrapped, or disposed of.
  5. Items shall be disposed of using 'sound business practices,' with the Town trying to get the highest value but also taking into consideration the cost and time associated with the disposition.
- D. Disposal of Surplus Items having no resale or salvage value:

1. If the surplus goods or equipment have no value, the Town Administrator shall instruct the Department Head to dispose of such property at the least cost to the Town.
2. The item(s) may be junked, scrapped, or disposed of, at the Department Heads discretion.
3. As a Green Community, reuse and recycling is strongly encouraged.

**E. Charitable Donations:**

1. Surplus items may be disposed of at less than fair market value to another governmental agency or any organization that has an IRS tax exempt status by reason of its charitable nature with approval of the Town Administrator.

**F. Additional information:**

1. Auction may be held via an online auction service in accordance with c.30B requirements.
2. The surplus item will be awarded to the responsive bidder offering the highest price in conformity with all the terms and conditions outlined in the notice of sale.
3. All payments shall be by cash, money order, or certified bank check payable to the Town. Personal and/or company (business) checks will not be accepted. All payments are to be turned over to the Treasurer for posting to the General Fund.
4. Under no circumstances shall an employee take an item or offer it for sale without following these procedures. Removal of surplus materials without approval may be considered theft and result in disciplinary action.

**VOTED EFFECTIVE AS OF: 2/11/21**

**TOWN OF DOVER,  
MASSACHUSETTS,  
By its Board of Selectmen,**

  
**Robert Springett, Chair**

  
**John Jeffries, Clerk**

  
**Robyn Hunter, Member**

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: January 27, 2026**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Review and Approve 2025 Board of Selectmen  
Annual Town Report

I.6



**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: January 27, 2026**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Update on May, 2026 Town Meeting and Warrant Articles

I.7

DRAFT 2026 Annual Town Meeting Warrant Articles as of 01-11-26				
Article Number	Requestor	Draft Article Title	Article Owner	Notes
1	Board of Selectmen*	Hear/Act on Committee Reports		
Financial and Budget Articles				
2	Board of Selectmen*	Establish Salaries for Elected Officials for FY2027		
3	Board of Selectmen*	Authorize Amounts for Revolving Funds	Town Administrator	
4	Board of Selectmen*	Appropriate the FY2027 Operating Budget	Warrant Committee	
5	Board of Selectmen*	Appropriate the FY2027 Capital Budget	CBC	
6	D-S Regional School District*	Appropriate for Dover-Sherborn Regional Schools Capital Expenses	DSRSD	
7	Board of Selectmen*	Appropriate to the Unemployment Compensation Fund	Town Administrator	Possible Consent Agenda (\$20K?)
8	Board of Selectmen*	Appropriate for Sick Leave for Retiring Police Officers	Town Administrator	Possible Consent Agenda
9	Board of Selectmen*	Appropriate for Road Construction, Reconstruction and Improvements	Town Administrator	Possible Consent Agenda
10	Conservation Commission*	Appropriate to Conservation Fund	Conservation	Possible Consent Agenda (\$25K)
11	Board of Selectmen*	Appropriate for General Stabilization Fund	Town Administrator	
12	Board of Selectmen*	Appropriate for Dover-Sherborn Regional Schools OPEB Stabilization Fund	Town Administrator	
13	Warrant Committee*	Appropriate for Unpaid Bills of Prior Years	Town Accountant	(Cable License Renewal Special Counsel)
14	Warrant Committee*	Supplemental Appropriations to Article 4 of the 2025 Annual Town Meeting	Town Administrator	
15	Board of Selectmen	Establish and Authorize Amount for Revolving Fund for Electric Vehicle Charging Stations	Town Administrator	(\$?)
16	Board of Selectmen	Appropriate for One-Time Projects - Sustainability Committee Climate Action Plan	Town Administrator	(\$60K?)
17	Planning Board	Appropriate for One-Time Projects - Dover Master Plan	Planning Board	(\$200K)
Zoning, Planning, and Land Use Articles				
18	Planning Board	Amend Zoning Bylaws - Site Plan Review Process	Planning Board	
19	Planning Board	Amend Zoning Bylaws - Accessory Dwelling Units	Planning Board	
20	Open Space Committee	Acceptance of Trail Easements	Open Space Committee	
General Articles				
21	Board of Selectmen	Easement Termination - 21 Whiting Road	Town Administrator	
22	Board of Selectmen	Easement Modification - 28 Tubwreck Drive	Town Administrator	
23	Board of Health	Associate Member of the Board of Health	Board of Health	
Tax Rate				
24	Warrant Committee*	Transfer from Free Cash to Reduce Tax Rate	WC/BOS Policy	
Town Election				
25	Town Clerk*	Town Election		
	* Annually Recurring Articles			

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: January 27, 2026**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Update on the Board of Selectmen FY26 Goals and Priorities

I.8



**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.
		6. Regular reporting of financial information.
Sustainability	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 27, 2026**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Board of Selectmen Updates

I.9



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

**Thursday, February 5, 2026**

- Presentation Update by the Cultural Council re Activities and Events
- Presentation by The Engineering Corp. re Local Bottleneck Reduction Program
- Discussion and Vote to Adopt Section \_\_\_\_\_ of the Draft Town of Dover Financial Policy Manual
- Selectmen Order and Assign 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
  - Approve Acceptance and Expenditure of \$200 Gift to the Historical Commission

**Thursday, February 19, 2026**

- Presentation Update by the Board of Appeals re Activities and Events
- Discussion and Vote to Adopt Section \_\_\_\_\_ of the Draft Town of Dover Financial Policy Manual
- Selectmen Approve and Sign ATM Warrant
- 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

**Monday, March 2, 2026 – Town Caucus, Town House**

## DOVER BOARD OF SELECTMEN

### Agenda Item Summary

Meeting Date: January 27, 2026

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#### AGENDA ITEM TITLE

#### ITEM NUMBER

Town Administrator Updates

I.10

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: January 27, 2026**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Consent Agenda

C.1

[Here's how you know](#)



# IRS sets 2026 business standard mileage rate at 72.5 cents per mile, up 2.5 cents

IR-2025-128, Dec. 29, 2025

WASHINGTON — The Internal Revenue Service today announced that the optional standard mileage rate for business use of automobiles will increase by 2.5 cents in 2026, while the mileage rate for vehicles used for medical purposes will decrease by half a cent, reflecting updated cost data and annual inflation adjustments.

Optional standard mileage rates are used to calculate the deductible costs of operating vehicles for business, charitable, and medical purposes. Additionally, the optional standard mileage rate may be used to calculate the deductible costs of operating vehicles for moving purposes for certain active-duty members of the Armed Forces, and now, under the One, Big, Beautiful Bill, certain members of the intelligence community.

Beginning Jan. 1, 2026, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 72.5 cents per mile [driven for business use](#), up 2.5 cents from 2025.
- 20.5 cents per mile driven for medical purposes, down a half cent from 2025.
- 20.5 cents per mile driven for moving purposes for certain active-duty members of the Armed Forces (and now certain members of the intelligence community), reduced by a half cent from last year.
- 14 cents per mile driven in service of charitable organizations, equal to the rate in 2025.

The rates apply to fully-electric and hybrid automobiles, as well as gasoline and diesel-powered vehicles.

While the mileage rate for charitable use is set by statute, the mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes, meanwhile, is based on only the variable costs from the annual study.


Under the law, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses, except for certain educator expenses. However, deductions for expenses that are deductible in determining adjusted gross income remain allowable, such as for certain members of a reserve component of the Armed Forces, certain state and local government officials, certain performing artists, and eligible educators. Alternatively, eligible educators may claim an itemized deduction for certain unreimbursed employee travel


expenses. In addition, only taxpayers who are members of the military on active duty or certain members of the intelligence community may claim a deduction for moving expenses incurred while relocating under orders to a permanent change of station.

Use of the standard mileage rates is optional. Taxpayers may instead choose to calculate the actual costs of using their vehicle.

Taxpayers using the standard mileage rate for a vehicle they own and use for business must choose to use the rate in the first year the automobile is available for business use. Then, in later years, they can choose to use the standard mileage rate or actual expenses.

For a leased vehicle, taxpayers using the standard mileage rate must employ that method for the entire lease period, including renewals.

[Notice-2026-10](#)  contains the optional 2026 standard mileage rates, as well as the maximum automobile cost used to calculate mileage reimbursement allowances under a fixed-and variable rate plan. The notice also provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in 2026 for which employers may calculate mileage allowances using a cents-per-mile valuation rule or the fleet-average-valuation rule.

 *News items may not be updated after their release. Please verify the date before relying on the language.*





January 06, 2026

Dear Michael Blanchard,

Thank you for your participation in the Mass Cultural Council's Local Cultural Council Program. We are pleased to inform you that Town of Dover for Dover Cultural Council has been approved for a Local Cultural Council Allocation grant of \$5,700 (FY26-LC-LCC-2527) from the Mass Cultural Council.

Thanks to vigorous advocacy from the cultural sector, both the Healey-Driscoll Administration and the State Legislature showed strong, bipartisan support for the Mass Cultural Council, and its programs and services in the FY26 state budget. This allows us to continue to support Massachusetts' dynamic artists and creative individuals, communities, cultural organizations, schools, and creative youth development across the Commonwealth.

**Below you will find your grant contract package, which includes award instructions, required attachments, and reporting obligations. Please review all materials carefully and sign the contract electronically within 14 calendar days of the date of this letter. Prompt execution will help us process your award as efficiently as possible.**

For questions about the contract, please contact the financial operations team at [finance.helpdesk@mass.gov](mailto:finance.helpdesk@mass.gov).

For questions about the program please contact Lisa Simmons, Program Manager, Community Initiative at 617-858-2707 or [lisa.simmons@mass.gov](mailto:lisa.simmons@mass.gov).

Culture is ultimately about you. You play an integral role in creating and supporting a cultural life in Massachusetts that is vital, accessible, and thriving. Thank you for all that you do to elevate our rich cultural life in Massachusetts.

A handwritten signature in black ink that reads 'Marc Carroll'.

Marc Carroll  
Chair

A handwritten signature in black ink that reads 'Michael J. Bobbitt'.

Michael. J. Bobbitt  
Executive Director

# Contract Package Instructions

## Instructions for Completing this Standard Contract Document

**In this e signature document, you will complete the following:**

1. **Standard Contract:** Review this document and sign and date it. In order to read the content that is hyperlinked in this document, save this document as a pdf to review it, then return here to sign.
2. **Attachment A:** Defines how the funds are to be expended following Mass Cultural Council regulations. Review this document and initial it to acknowledge that you have read and understand.

If you have any questions about this document, contact Marc Sulmonte at 617-858-2823 or [marc.sulmonte@mass.gov](mailto:marc.sulmonte@mass.gov).

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Dover for Dover Cultural Council <b>(and d/b/a):</b> <b>Legal Address: (W-9, W-4):</b> 5 Springdale Avenue Dover MA 02030-2350 <b>Contract Manager:</b> Michael Blanchard <b>Phone:</b> 508-785-0032 <b>E-Mail:</b> mblanchard@doverma.gov <b>Fax:</b> <b>Contractor Vendor Code:</b> VC6000191771 <b>Vendor Code Address ID (e.g. "AD001"):</b> AD001. <b>(Note: The Address ID must be set up for EFT payments.)</b>	<b>COMMONWEALTH DEPARTMENT NAME:</b> Massachusetts Cultural Council <b>MMARS Department Code:</b> ART <b>Business Mailing Address:</b> 10 Saint James Ave., 3 <sup>rd</sup> Fl., Boston, MA 02116 <b>Billing Address (if different):</b> <b>Contract Manager:</b> Marc Sulmonte <b>Phone:</b> 617-858-2823 <b>E-Mail:</b> marc.sulmonte@mass.gov <b>Fax:</b> <b>MMARS Doc ID(s):</b> <b>RFR/Procurement or Other ID Number:</b> FY26-LC-LCC-2527
<p style="text-align: center;"><input checked="" type="checkbox"/> <b>NEW CONTRACT</b></p> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - 815 CMR 2.00 ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <b>Interim Contract with new Contractor</b> (Attach justification for Interim Contract and updated scope/budget.) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)	<p style="text-align: center;"><input type="checkbox"/> <b>CONTRACT AMENDMENT</b></p> <b>Enter Current Contract End Date <u>Prior</u> to Amendment:</b> _____, 20____. <b>Enter Amendment Amount:</b> \$_____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)
<b>The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option):</b> <input checked="" type="checkbox"/> <u>Commonwealth Terms and Conditions</u> <input type="checkbox"/> <u>Commonwealth Terms and Conditions For Human and Social Services</u> <input type="checkbox"/> <u>Commonwealth IT Terms and Conditions</u>	
<b>COMPENSATION: (Check ONE option):</b> The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 .	
<input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)	
<input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <u>new</u> total if Contract is being amended). <b>\$5,700</b>	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days <input type="checkbox"/> % PPD; Payment issued within 15 days <input type="checkbox"/> % PPD; Payment issued within 20 days <input type="checkbox"/> % PPD; Payment issued within 30 days <input type="checkbox"/> % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments ( M.G.L. c. 29, § 23A ); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)	
This is a grant of financial assistance to the Dover Cultural Council to participate in the Local Cultural Council Program.	

**SUPPLIER DIVERSITY PROGRAM (SDP) PLAN** Does the Supplier Diversity Program apply?

☐ If YES, the Contractor's annual SDP commitment for this Contract is

☒ If NO, and the department is an Executive Department, enter the appropriate exemption:

**ANTICIPATED START DATE:** (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

☐ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

☐ 2. may be incurred as \_\_\_\_\_, 20\_\_\_\_, a date **LATER** than the Effective Date below and no obligations have been incurred prior to the Effective Date.

☒ 3. were incurred as of **July 01, 2025**, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

**CONTRACT END DATE :** Contract performance shall terminate as of **June 30, 2026**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

**CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**AUTHORIZING SIGNATURE FOR THE CONTRACTOR:**

☒ Signed by:



07F0D8B38C2540F

**Date:**

01/06/2026

**Print Name:**

Michael Blanchard

**Print Title:**

Town Administrator

**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**

☒ X:

**Date:**

**Print Name:** Catherine Cheng-Anderson

**Print Title:** Senior Director of Business Operations and Chief Financial Officer

For Internal Use Mass Cultural Council Fiscal Department:

Fiscal Review Completed:



### **Attachment A: Scope of Services**

The allocated amount or maximum obligation for the contracted city or town will be deposited in the local account for the local or regional cultural council, provided that the city or town:

- Maintain a revolving account for the local or regional cultural council as required by Massachusetts General Law, Chapter 10, Section 58
- Report on said fund annually by completing the Massachusetts Cultural Council's Local Cultural Council Account Form

**RESTRICTIONS:** This grant to Town of Dover is restricted for use by Dover Cultural Council. The local or regional cultural council will expend the funds following the procedures outlined in the Local Cultural Council Program Guidelines

**I have read and understood Attachment A:**

Initial

MB



OFFERED BY **Bureau of Forest Fire Control and Forestry** | **Department of Conservation & Recreation**

# Volunteer Fire Capacity (VFC) Program

(Formerly VFA)

Learn about financial assistance available for volunteer fire departments.

Through the USDA Forest Service's VFC program, the Bureau is enabled to issue grants and materials to towns with less than 10,000 population. This program provides technical, financial, and other assistance to fire departments for forest fire related purposes. Small towns have been the recipients of training, Class A foam, personal protective gear, forestry tools, and other fire suppression equipment.

- Overview
- Eligible Applicants
- Selection and Funding Process

## Overview

*Application Period December 9th, 2025-Janurary 23rd, 2026*

In a collaborative effort between the U.S. Forest Service and Massachusetts DCR Bureau of Forest Fire Control and Forestry, we once again offer an opportunity for rural fire departments to apply competitive funding through the Volunteer Fire Capacity Grant (VFC). The DCR strives to distribute these limited funds fairly and equitably throughout the eligible Call/Volunteer fire service in Massachusetts.

This year the application process has moved to the:

**Executive Office of Energy & Environmental Affairs Grant Management**

**System** (<https://greenhub.appianportals.com/applicants-portal>) (GMS). You will need to create an account, complete the application and all required documentation.

See resources in the Additional Resources section for information on how to create an account and access guides for using the Grant Management System. Email the Grant Manager @ [alex.belote@mass.gov](mailto:alex.belote@mass.gov) for assistance with the application.

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## Eligible Applicants

Requirements for Fire Department VFC eligibility per Federal Guidelines:

- have a population of less than 10,000
- be 80% or more call or volunteer
- be recognized as a fire department by the state
- be NIMS (National Incident Management System compliant [Incident Command, Multi-Agency Coordination and Public Information Systems])

**The application period is now open. The submission deadline for the 2025 VFC Grant (to be awarded FY2027) is January 23rd, 2026.**

A well thought out and budget-wise submission will help us award as many towns as possible. Thorough descriptions of areas or situations in your town which place your community at elevated wildland fire risk, and detailed narratives of the purpose and benefits of the proposal will make your application more competitive.

**Create an account and start the application process for the 2025 VFC Grant funding (to be awarded FY2027) here:**

**[Login/Register to Apply](https://greenhub.appianportals.com/applicants-portal)** (<https://greenhub.appianportals.com/applicants-portal>)

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## Selection and Funding Process

*The application period is now open. The submission deadline for the 2025 VFC Grant (to be awarded FY2027) is January 23rd, 2026.*

The State Forester's office will:

- **Select projects on a competitive basis.**
- **Provide funding for selected projects involving wildland fire training, Personal Protective Equipment, and equipment purchases. Projects may be for firefighter safety, technology transfer, and rural fire defense. Medical and rescue purchases are not eligible.**
- **Approve a cost-sharing rate of 50% not to exceed \$3,500.00 per grant.**



VFC is a 50/50 match grant. The fire department funds 100% of the grant project and they will be reimbursed 50% of the approved award amount or up to \$3,500. For example:

- a \$7,000 project will be reimbursed \$3,500
- a \$8,000 project will be reimbursed \$3,500
- a \$2,000 project will be reimbursed \$1,000

**COMMBUYS Bid #: BD-26-1020-DCRFC-DC366-123404**

<https://www.commbuys.com/bsa/external/bidDetail.sda?docId=BD-26-1020-DCRFC-DC366-123404&external=true&parentUrl=close>

## Additional Resources

**GMS Help Center** (<https://greenhub.appianportals.com/applicants-portal/page/help>)

**GMS Video Tutorial** ([https://www.youtube.com/playlist?list=PLzQVK6KiTOqyPW5PUOcFE42iRjgdm8LA\\_](https://www.youtube.com/playlist?list=PLzQVK6KiTOqyPW5PUOcFE42iRjgdm8LA_))

**Northeast Midwest Wildfire Risk Assessment Portal** (<https://northeastmidwestwildfirerisk.com/>)

**Wildfire Risk to Communities** (<https://wildfirerisk.org/>)

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Commonwealth of Massachusetts  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company  
(must match Form W-9 tax classification)

Contractor Legal Name <b>TOWN OF DOVER</b>	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number)
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**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Michael Blanchard		Town Administrator	508-785-0032	mblanchard@townofdoverma.gov

**Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.**

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date 1/8/2025
Print Name FELICIA S. HOFFMAN	Phone Number 508-785-0032 x 226
Title TOWN CLERK	Email Address shoffman@dovertownma.gov

A copy of this listing must be attached to the "record copy" of a contract filed with the department.



## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

**(Read instructions on page two before completing certification.)**

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME <div style="font-size: 1.2em; font-family: cursive;">TOWN of DOVER</div>	PR/AWARD NUMBER OR PROJECT NAME <div style="font-size: 1.2em; font-family: cursive;">2026 VFA</div>
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) <div style="font-size: 1.2em; font-family: cursive;">Michael Blagchard, TOWN Administrator</div>	
SIGNATURE <div style="font-size: 1.5em; font-family: cursive;">[Signature]</div>	DATE <div style="font-size: 1.2em; font-family: cursive;">9/08/26</div>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

For informational purposes, following is the body of the Standard Contract Form. For a copy of the entire form, please go to: <https://www.macomptroller.org/forms>

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a): Town of Dover	<b>COMMONWEALTH DEPARTMENT NAME:</b> MMARS Department Code: DCR
<b>Legal Address: (W-9, W-4, T&amp;C):</b> 1 Walpole street Dover Ma 02030	<b>Business Mailing Address:</b> po box 66 south carver, ma 02366
<b>Contract Manager:</b> Gerard Smith	<b>Billing Address (if different):</b> DCR 10 park plaza suite 6620 Boston Ma 02116
<b>E-Mail:</b> gsmith@doverma.gov	<b>Contract Manager:</b> Alex Belote
<b>Phone:</b> 781-657-8928 <b>Fax:</b>	<b>E-Mail:</b> alex.belote@mass.gov
<b>Contractor Vendor Code:</b> vc VC6000191771	<b>Phone:</b> 857-248-2741 <b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD ____ (Note: The Address ID must be set up for EFT payments.)	<b>MMARS Doc ID(s):</b> 6ctdcr3660fgrdovervf
<b>RF/Procurement or Other ID Number:</b> BD-25-1020-DCRFS-DC367-1101165	

<p style="text-align: center;"><b>— NEW CONTRACT</b></p> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<p style="text-align: center;"><b>— CONTRACT AMENDMENT</b></p> Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20 ____. Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
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The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.  
☒ Commonwealth Terms and Conditions    ☐ Commonwealth Terms and Conditions For Human and Social Services

**COMPENSATION:** (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.  
☐ Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)  
☒ Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ \_\_\_\_\_

**PROMPT PAYMENT DISCOUNTS (PPD):** Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days \_\_% PPD; Payment issued within 15 days \_\_% PPD; Payment issued within 20 days \_\_% PPD; Payment issued within 30 days \_\_% PPD. If PPD percentages are left blank, identify reason: ☒ agree to standard 45 day cycle \_\_ statutory/legal or Ready Payments (G.L. c. 29, § 23A); \_\_ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

**BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:** (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Competitive Volunteer Fire Capacity grant funded with Massachusetts DCRs 2026 VFC Grant This grant is funded under CFDA 10.698

**ANTICIPATED START DATE:** (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:  
 \_\_ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.  
☒ 2. may be incurred as of 07-01, 20 26, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.  
 \_\_ 3. were incurred as of \_\_\_\_, 20 \_\_\_\_, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

**CONTRACT END DATE:** Contract performance shall terminate as of 05-31, 20 27, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

**CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR/21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: _____ Date: <u>09/08/2026</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Michael S. Sanchez</u>	<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____
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