



**BOARD OF SELECTMEN
OPEN SESSION MEETING AGENDA
THURSDAY, FEBRUARY 5, 2026
6:30 PM**

**Held Remotely Via Zoom
<https://us06web.zoom.us/j/84570561329>
Webinar ID: 845 7056 1329
Audio Call-In: 305-224-1968**

6:30 PM	Citizen's Comments
6:35 PM	I.1 Presentation Update by the Cultural Council re Activities and Events
6:50 PM	I.2 Presentation by The Engineering Corp re the Centre Street/ Springdale Avenue/Walpole Street Local Bottleneck Reduction Program
7:05 PM	I.3 Approve Acceptance and Expenditure of a Commonwealth of Massachusetts Municipal Vulnerability Preparedness Program (MVP 2.0) Grant of \$100,000 to Conduct a Climate Action Plan and Resilience Seed Project
7:15 PM	I.4 Update on Town Meeting/Budget Calendar of Events
7:25 PM	I.5 Update on Board of Selectmen FY26 Goals and Priorities
7:35 PM	I.6 Board of Selectmen Updates
7:45 PM	I.7 Town Administrator Updates
7:55 PM	C.1 Consent Agenda - Approve In-Person Early Voting for All 2026 Elections
8:00 PM	Adjournment

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 19, 2026 at 6:30 PM via Zoom.

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DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: February 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Presentation Update by the Cultural Council re
Activities and Events

I.1

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: February 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Presentation by The Engineering Corp re the Centre Street/
Springdale Avenue/Walpole Street Local Bottleneck Reduction
Program

1.2



TEC, Inc.
282 Merrimack Street, 2nd Floor
Lawrence, MA 01843
978.794.1792

TECHNICAL MEMORANDUM

TO: Kevin J. McCabe, Director of Public Works
Town of Dover
2 Dedham Street
Dover, Massachusetts 02030

FROM: Samuel W. Gregorio, PE, PTOE, RSP₁, Senior Project Manager
Carlos Mendoza-Flores, EIT, Transportation Designer

RE: Centre Street / Springdale Avenue / Walpole Street - Dover, Massachusetts
MassDOT Local Bottleneck Reduction Program - Design & Traffic Assessment

DATE: January 7, 2025

PROJECT NO.: T1299.05

INTRODUCTION

TEC, Inc. (TEC) has been retained by the Massachusetts Department of Transportation (MassDOT), on behalf of the Town of Dover (the "Town"), as part of the Local Bottleneck Reduction Program (LBRP) Contract #118870 to design traffic signal infrastructure and associated improvements for the intersection of Centre Street / Springdale Avenue / Walpole Street in Dover, Massachusetts. The intersection, which serves as the principal crossroads within Dover Center, was identified as part of the LBRP program as a key location to improve traffic operations and efficiency, where appropriate, and within the constraints of the limited geometric space afforded at the Town's focal intersection.

TEC evaluated the challenges in the existing geometric, traffic safety, and traffic operational conditions of the subject intersection. Traffic operations have been evaluated under both base year and future year conditions consistent with the *Transportation Impact Assessment (TIA) Guidelines* issued by the Massachusetts Department of Transportation (MassDOT)¹ and the standards of the Traffic Engineering and Transportation Planning professions for the preparation of such reports. The findings and recommendations for the improvements are based on the detailed traffic analyses included in this technical memorandum.

As part of this assessment, TEC collected parking data related to both supply and occupancy during the peak daily usage periods while documenting observations of daily street activities and on-street parking restrictions. This parking study was completed to evaluate the parking demand and projected impacts in close proximity to the project site based on recommendation improvements at the signalized intersection.

EXISTING CONDITION OF INFRASTRUCTURE

A description of the existing intersection geometry and signalization conditions is provided below. A graphical depiction of the study area is provided in Figure 1

¹ *Transportation Impact Assessment (TIA) Guidelines*; Massachusetts Department of Transportation; Boston, MA; March 13, 2014.

1" = 250'

Centre Street / Springdale Avenue / Walpole Street - Dover, Massachusetts

Design and Traffic Assessment



Figure 1

Project Location Map



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Intersection Geometrics

Springdale Avenue and Walpole Street intersect Centre Street to form a four-legged signalized intersection under the jurisdiction of the Town of Dover. Springdale Avenue, Walpole Street, and Centre Street are functionally classified as urban minor arterial roadways. The Springdale Avenue eastbound approach consists of an exclusive left-turn lane and a shared through / right-turn lane with directional flow separated by a marked centerline. The Walpole Street westbound approach consists of a shared left-turn / through lane and a short exclusive right-turn lane with directional flow separated by a marked centerline. Both the Centre Street northbound and southbound approaches consist of a single general-purpose travel lane with directional flow separated by a marked centerline.

A sidewalk is provided along both sides of Springdale Avenue and Walpole Street through the intersection with the sidewalk along the northerly side of Walpole Street, terminating approximately 200-feet east of the intersection. Sidewalk is also provided along the westerly side of Centre Street to the south of the intersection, and along both sides of Centre Street to the north of the intersection. Transverse crosswalks with internal red paint are located across all approaches at the intersection. Apex pedestrian curb ramps are provided at the terminus of each crosswalk and are visibly out of American with Disabilities Act (ADA) / Architectural Access Board (AAB) / Public Right-of-Way Accessibility Guidelines (PROWAG) compliance and are in need of repair. There is no formal bicycle accommodation provided at the intersection.

Traffic Signal Infrastructure

Much of the traffic signal surface infrastructure provided at the intersection is generally antiquated. There are no overhead signal indications as all signal housings are post-mounted to the side of each approach. There are currently no backplates provided on the various signal housings and many of the signal housing, as well as pedestal posts, have faded out paint. Two (2) steel plunger-style pedestrian push buttons are provided on each intersection corner and are compliant to *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD), 11th Edition standards; however, several push buttons are visibly out of 10-inch ADA/AAB reach requirements from a level surface and are well beyond the 10-foot from the ramp opening requirement (Sec 4I.05D) or the 5-foot from the outside of the crosswalk requirement (Sec 4I.05E) outlined in the MUTCD. There is also no emergency vehicle preemption system at the intersection. The intersection currently operates on a loop detection system.

The traffic signal cabinet and controller are generally in above-average condition with the National Electrical Manufacturers Association (NEMA) TS-2 Type-1 controller unit also compatible with Advanced Transportation Control (ATC) standards. The Siemens m60 controller is the current model by the subject manufacturer (now called Yunex). Much of the cabinet equipment appears to be reusable; however, various updates to equipment models should be evaluated as part of the final design of any traffic signal reconstruction. For example, the Eberle Design, Inc. (EDI) MMU2-16LE Malfunction Management Unit (MMU) has no ethernet capabilities which would be recommended as part of any improvements. In addition, new detection capabilities and the addition of emergency vehicle preemption would likely require a larger cabinet. At a minimum, the TEC recommends that



the Town store the existing cabinet equipment that is deemed in above-average condition in order to use as temporary replacements should damage occur upon full reconstruction.

EXISTING TRAFFIC VOLUMES

Traffic volume data for this report was obtained from manual Turning Movement Counts (TMCs) and supplemented with Automatic Traffic Recorder (ATR) counts conducted at the study area intersection. The details of the data collection effort for this study are described below.

Turning Movement Counts

To establish existing traffic volume conditions at the study intersection, manual TMCs were conducted at the following study area intersections during a typical weekday (7:00am – 7:00pm) on Tuesday, June 10, 2025 while schools were in regular session:

1. Centre Street / Springdale Avenue / Walpole Street
2. Mobil Gas Station (Northwesterly) Entrance/Exits (7-9 AM, 4-6 PM only)
3. Centre Street / Dedham Street
4. Centre Street / Dedham Street

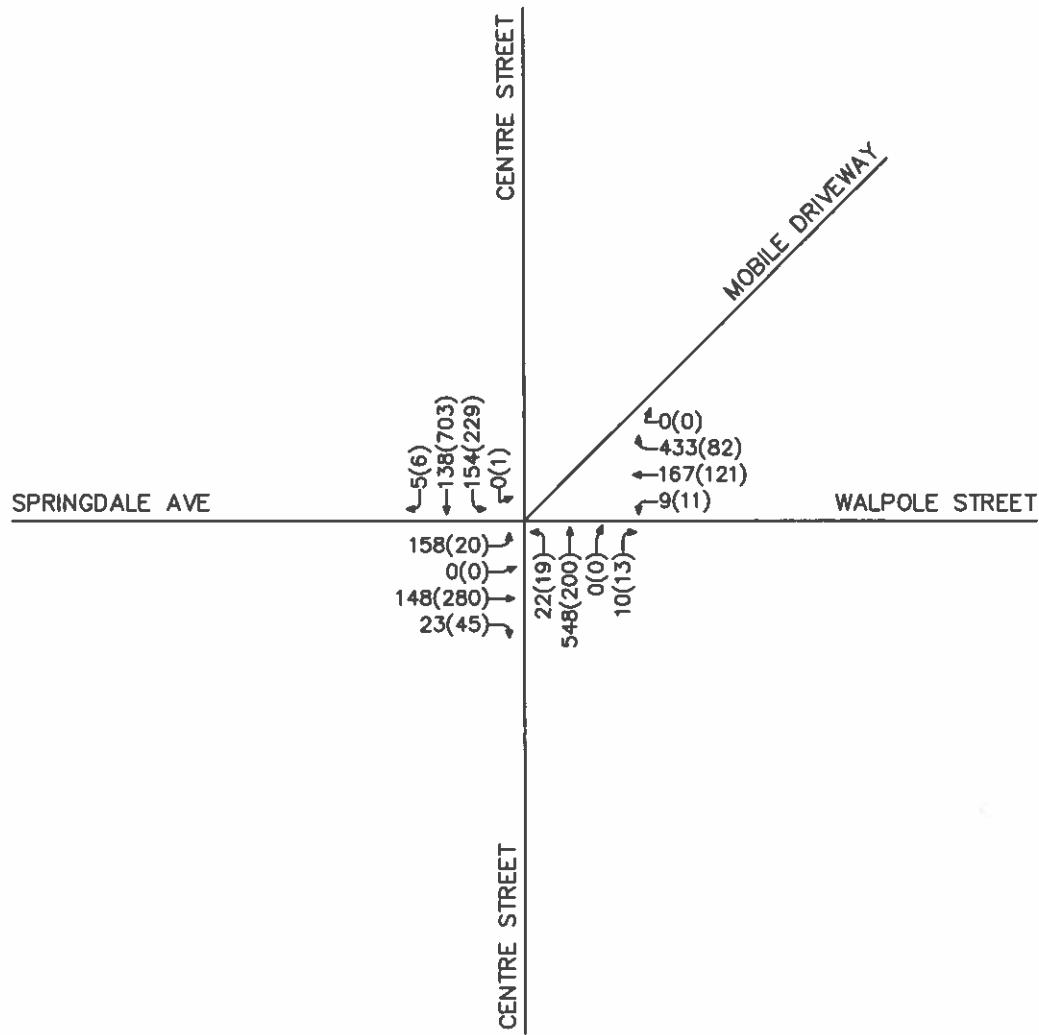
TMCs had been collected at additional locations (Locations #2, #3, and #4) beyond the subject intersection to assist in traffic volume redistribution and projections that may be assessed upon potential improvements at the principal signalized intersection. A detailed summary of the TMCs, partitioned into 15-minute intervals, is provided within Attachment A. The 2025 Base Year Conditions weekday morning and weekday evening peak hour traffic volume network is illustrated in Figure 2.

Supplemental Turning Movement Counts

A supplemental TMC was collected at the intersection of Centre Street / Springdale Avenue / Walpole Street on Wednesday, December 10, 2025. These TMCs were utilized to confirm the order of magnitude to traffic volumes as previously collected whereas the original traffic operational analysis did not necessarily depict the operational and queuing conditions that are observed in the field at the intersection. Upon inspection, the TMCs were generally comparable to the June 2025 traffic volumes and therefore were not specifically utilized. TEC has, however, utilized the video feed from the TMCs to confirm field conditions of how this level of traffic was interacting at the intersection. A more detailed description of the field conditions is provided in this memorandum within the “Traffic Operations Assessment” section.



Centre Street / Springdale Avenue / Walpole Street - Dover, Massachusetts
Design and Traffic Assessment



XXX(XXX) = WEEKDAY MORNING PEAK HOUR(WEEKDAY EVENING PEAK HOUR)

Figure 2

Automatic Traffic Recorder Counts

ATR counts were conducted along Centre Street, Springdale Avenue, and Walpole Street for a continuous 72-hour period from Thursday, June 12, 2025, through Saturday, June 14, 2025, concurrent with the TMCs to gather daily traffic volume data, vehicle speeds, and vehicle classification. Vehicle speed data specifically will be utilized to assist in calculating vehicular clearance intervals (yellow and all-red signal timing). A detailed summary of the ATR data, partitioned into 15-min intervals, is provided within Attachment B.

CRASH HISTORY ANALYSIS

Crash records for the project area were compiled and analyzed for the most recent six-year period (2019 – 2024) on file with the MassDOT's Interactive Mapping Portal for Analysis and Crash Tracking (IMPACT) system. The motor vehicle crash data was reviewed to determine if any crash trends exist within the study area. A summary of the vehicle crash data and intersection crash rates is provided in Table 1.

Crash Rate Worksheets

In addition to examining the number of crashes at the study area intersection, a crash rate was calculated to compare the occurrence of crashes to the volume of traffic passing through the intersection. The crash rate per million entering vehicles (MEV) was calculated using the weekday morning peak hour volumes from the TMCs and a K-factor obtained from the Centre Street north of Springdale Avenue / Walpole Street ATR. The crash rate at the study area intersections was compared to the statewide and district-wide averages published by MassDOT in June 2018 to determine the significance of the crash occurrence. The statewide average for signalized intersections is 0.78 and the District 6 average for signalized intersections is 0.71. Crash rates are calculated based on years of complete MassDOT data only (2019 – 2022). A compilation of the MEV rate calculation worksheet and detailed crash data are provided in Attachment C.

Crash Data Summary

The intersection of Centre Street / Springdale Avenue / Walpole Street experienced seventeen (17) crashes over the six-year study period, yielding a crash rate of 0.39 crashes per MEV. The crash rate for this intersection is significantly lower than the statewide and district-wide averages for signalized intersections. About half (9 of 17) of all crashes at this location were reported as rear-end crashes. Six (6) of the rear-end crashes occurred along the Centre Street northbound approach which may be related to the insufficient green time along this approach. Three (3) crashes were single-vehicle crashes, two (2) crashes were angled crashes, two (2) crashes were sideswipe crashes, and one (1) crash was a head-on crash. Two (2) crashes involved non-fatal injuries. Five (5) of the crashes were noted to have occurred during the morning peak period with an additional four (4) crashes occurring during the evening peak period.



Table 1 - Intersection Crash Summary

Parameter	Centre Street / Springdale Avenue / Walpole Street
Crash Year	2019
	2020
	2021
	2022
	2023
	<u>2024</u>
	TOTAL
Average Annual Rate per MEV	2.83 0.39
Manner of Collision	Angle
	Rear-End
	Sideswipe
	Single Vehicle
	Head-On
	<u>Ped / Bike</u>
	TOTAL
Road Surface Conditions	Dry
	Wet
	Snow / Ice / Slush
	TOTAL
Crash Severity	Property Damage Only
	<u>Non-Fatal Injury</u>
	TOTAL
Time of Day	6:00 AM – 9:00 AM
	9:00 AM – 3:00 PM
	3:00 PM – 6:00 PM
	<u>6:00 PM – 6:00 AM</u>
	TOTAL

LEFT TURN LANE WARRANTS

A left-turn lane warrant analysis was conducted for the intersection of Centre Street / Springdale Avenue / Walpole Street using hourly traffic volumes based on TMCs conducted in June 2025. The potential left-turn lane along Centre Street southbound was analyzed under a signalized intersection condition. MassDOT denotes that warrants for left-turn lanes at signalized intersection should be installed based on Transportation Research Board's (TRB) publication, the *Highway Capacity Manual (HCM) 7th Edition*². The criteria include:

- Exclusive left-turn lanes should be provided where exclusive left-turn signal phasing is provided.
- Exclusive left-turn lanes should be considered where left-turn volumes exceed 100 vehicles per hour (vph).

² *Highway Capacity Manual 7th Edition*; Transportation Research Board; Washington, DC; 2022

- Double left-turn lanes should be considered where left-turn volumes exceed 300 vph.

Whereas eight (8) of the 12-hours collected as part of the June 2025 TMC shows a left-turning volume in excess of 100 vph, but less than 300 vph, the traffic volumes warrant the construction of a left-turn lane on the Centre Street southbound approach.

PARKING STUDY

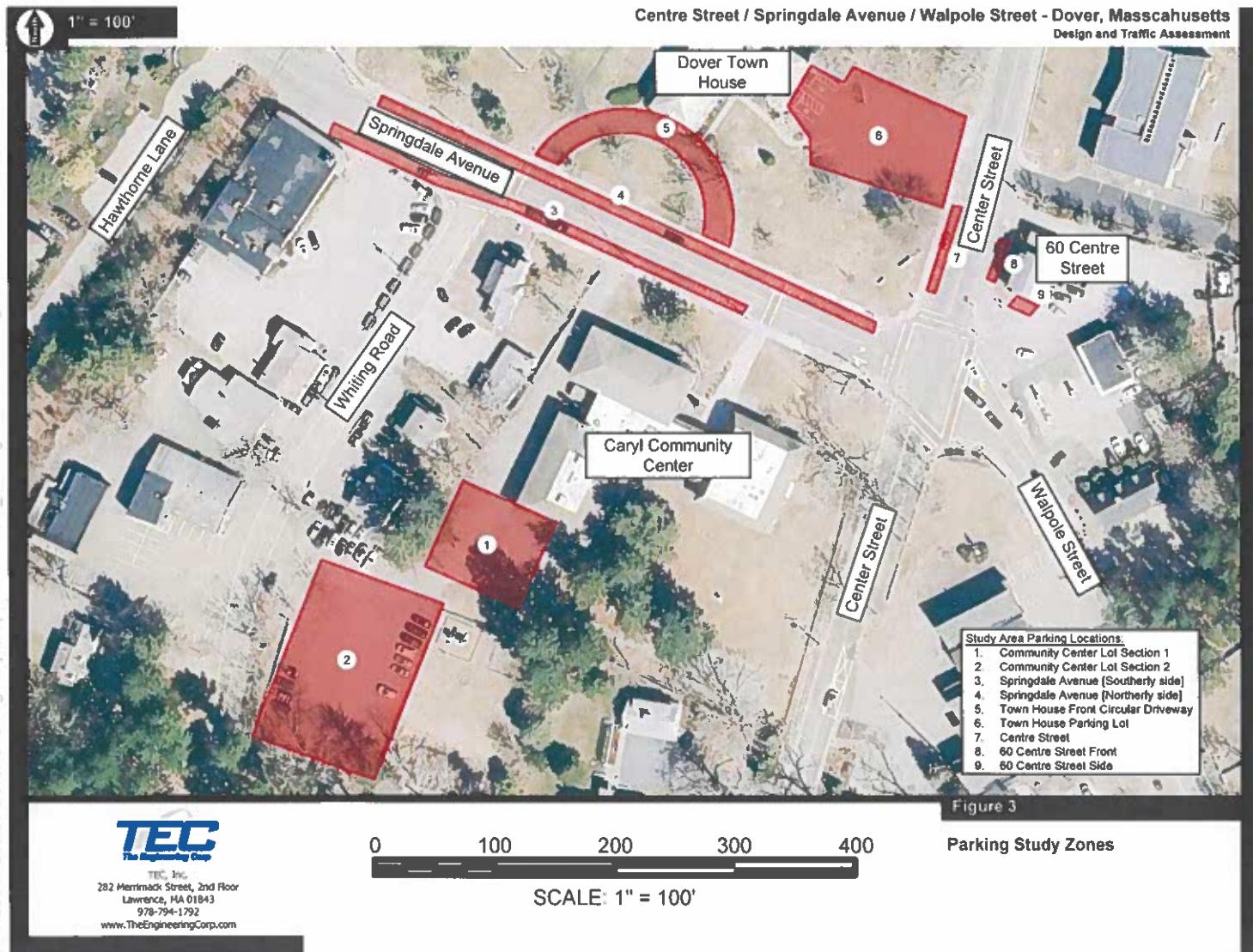
The conceptual layout of limited geometric / pavement marking improvements to complement the traffic signal reconstruction at the intersection of Centre Street / Springdale Avenue / Walpole Street would require the discontinuance of on-street parking spaces along both Centre Street southbound and Springdale Avenue eastbound approaches. In total, four (4) on-street parking spaces along the westerly side of the Centre Street southbound approach and one (1) on-street parking spaces along the southerly side of the Springdale Avenue eastbound approach. Other parking spaces along Springdale Avenue would be relocated (including an accessible space adjacent to the renovated Caryl Community Center). The purpose of this data collection effort was to evaluate the current parking demand in the area and assess the potential impact of any proposed changes, such as the removal of on-street parking spaces to accommodate future infrastructure improvements and private developments.

Observational Study Area

The observational study area selected for this parking analysis encompasses the roadway segments surrounding the intersection of Centre Street / Springdale Avenue / Walpole Street, as well as its surrounding streets and off-street surface parking lots. The study area was divided into nine (9) sections as summarized in Table 2, with particular emphasis on the parking occupancy levels directly on Springdale Avenue and Centre Street, where the impacted on-street parking spaces are located. A graphical depiction of the study area is provided in Figure 3.

Table 2 - Parking Inventory Sections

Section No.	Location	Block(s)
1	Community Center Lot 1	
2	Community Center Lot 2	
3	Springdale Ave (S)	Centre Street to Railroad Avenue
4	Springdale Ave (N)	Centre Street to Railroad Avenue
5	Town House Driveway	
6	Town House Lot	
7	Centre St	Springdale Avenue to Town House Lot
8	60 Centre St Front	
9	60 Centre St Side	





Parking Occupancy Data

Field observations of parking demand relative to parking space supply, as well as parking regulation categories for each segment outlined in Table 2, were conducted by TEC staff on Tuesday, October 28, 2025, from 11:30 AM to 5:30 PM at 30-minute intervals. This timeframe was selected to capture peak commuter parking demand during high-turnover commercial activities, extra-curricular school events at the newly opened Caryl Community Center, and Town House meetings. The results of the parking occupancy observations are summarized in Table 3.

General Observations of Parking & Roadway Operations

The purpose was to compare parking availability under the above average usage conditions to gain insights into potential parking space trends. The following attributes beyond parking observations were assessed for record purposes:

- Multiple community center events expected to draw a larger crowd than usual on this date.
- The observations took place under cloudy weather conditions with schools in session.
- During the observation, traffic cones were placed to block the driveway at the Caryl Community Center, which leads to Springdale Avenue. As a result, drivers were redirected to use the entrance and exit on Whiting Road.

Summary of Observation Results

The parking occupancy study shows varied demand and capacity, with many spaces still available. Parking Sections #1 (Community Center 1), #3 (Springdale Avenue South), #4 (Springdale Avenue North), #5 (Town House Driveway), and #6 (Town House Lot) had an occupancy rate of over 50% for various 30-min spans; however, only Parking Section #5 (Town House Driveway) approached full capacity for extended periods of time. The time period of late-morning and early afternoon experienced larger occupancy levels system-wide overall, which then dropped off as the day continued. Other locations tended to be more unoccupied throughout the day of observation.

Throughout the network, TEC identified about 117 parking spaces in the vicinity of the intersection, including 51 at the Caryl Community Center and roughly 33 designated for Town House. Due to ongoing upgrades to the Caryl Community Center parking lot, more parking spaces will be available for electric vehicle charging. However, approximately two (2) spaces will remain blocked, as was observed to be blocked off with a traffic cone, to allow pedestrian access to the sidewalks, as there is no designated pedestrian curb ramp. The period from 12:00 PM to 1:30 PM saw the highest demand for parking spaces, ranging from 62 occupied spaces (53% total usage) to 68 occupied spaces (58% total usage). Outside of this period, the total usage of parking spaces ranges from 23 occupied spaces (20% total usage) to 48 occupied spaces (41% total usage). There is a wealth of parking spaces available throughout the day across the limited study area around the intersection project location.



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Table 3 – Parking Observation Summary – Weekday Midday

Time	1. Community Center 1 Occupied	1. Community Center 1 Occ. %	2. Community Center 2 Occupied	2. Community Center 2 Occ. %	3. Springdale Avenue (S) Occupied	3. Springdale Avenue (S) Occ. %	4. Springdale Avenue (N) Occupied	4. Springdale Avenue (N) Occ. %
11:30 AM – 12:00 PM	2/5	40%	10/46	22%	6/10	60%	6/14	43%
12:00 PM – 12:30 PM	5/5	100%	18/46	39%	9/10	90%	11/14	79%
12:30 PM – 1:00 PM	4/5	80%	22/46	48%	8/10	80%	10/14	71%
1:00 PM – 1:30 PM	3/5	60%	22/46	48%	6/10	60%	8/14	57%
1:30 PM – 2:00 PM	2/5	40%	10/46	22%	6/10	60%	2/14	14%
2:00 PM – 2:30 PM	1/5	20%	7/46	15%	3/10	30%	1/14	7%
2:30 PM – 3:00 PM	1/5	20%	13/46	28%	1/10	10%	0/14	0%
3:00 PM – 3:30 PM	1/5	20%	14/46	30%	3/10	30%	4/14	29%
3:30 PM – 4:00 PM	2/5	40%	15/46	33%	5/10	50%	6/14	43%
4:00 PM – 4:30 PM	2/5	40%	15/46	33%	4/10	40%	6/14	43%
4:30 PM – 5:00 PM	2/5	40%	18/46	39%	2/10	20%	3/14	21%
5:00 PM – 5:30 PM	0/5	0%	7/46	15%	2/10	20%	1/14	7%

Note: Parking supply is expressed as 'x/x', where the first value represents the number of spaces occupied, and the second value represents the total number of spaces at that location.

Table 3 – Parking Observation Summary – Weekday Midday (Continued)

Time	5. Town House Driveway		6. Town House Lot		7. Centre Street (W)		8. 60 Centre Street Front		9. 60 Centre Street Side	
	Occupied	Occ. %	Occupied	Occ. %	Occupied	Occ. %	Occupied	Occ. %	Occupied	Occ. %
11:30 AM – 12:00 PM	7/9	78%	13/24	54%	0/4	0%	0/2	0%	2/3	67%
12:00 PM – 12:30 PM	8/9	89%	15/24	63%	0/4	0%	0/2	0%	2/3	67%
12:30 PM – 1:00 PM	8/9	89%	13/24	54%	1/4	25%	0/2	0%	2/3	67%
1:00 PM – 1:30 PM	9/9	100%	14/24	58%	0/4	0%	0/2	0%	0/3	0%
1:30 PM – 2:00 PM	9/9	100%	14/24	58%	0/4	0%	1/2	50%	0/3	0%
2:00 PM – 2:30 PM	8/9	89%	13/24	54%	0/4	0%	0/2	0%	0/3	0%
2:30 PM – 3:00 PM	7/9	78%	13/24	54%	0/4	0%	1/2	50%	0/3	0%
3:00 PM – 3:30 PM	7/9	78%	11/24	46%	0/4	0%	0/2	0%	0/3	0%
3:30 PM – 4:00 PM	7/9	78%	10/24	42%	2/4	50%	0/2	0%	1/3	33%
4:00 PM – 4:30 PM	6/9	67%	7/24	29%	0/4	0%	0/2	0%	0/3	0%
4:30 PM – 5:00 PM	6/9	67%	7/24	29%	0/4	0%	0/2	0%	1/3	33%
5:00 PM – 5:30 PM	7/9	78%	6/24	25%	0/4	0%	0/2	0%	0/3	0%

Note: Parking supply is expressed as 'x/x', where the first value represents the number of spaces occupied, and the second value represents the total number of spaces at that location.



Springdale Avenue North On-Street Parking – The fourteen (14) on-street parking spaces along the northerly side of Springdale Avenue experienced a peak demand of eleven (11) spaces occupied during the observation period of 12:00 PM to 12:30 PM. Only three (3) of the twelve (12) 30-min time blocks experienced a demand above 50% occupancy.

Springdale Avenue South On-Street Parking – The ten (10) on-street parking spaces along the southerly side of Springdale Avenue experienced a peak demand of nine (9) spaces occupied during the observation period of 12:00 PM to 12:30 PM. Only five (5) of the twelve (12) 30-min time blocks experienced a demand above 50% occupancy.

Centre Street On-Street Parking - The four (4) parking spaces on the western side of Centre Street north of the intersection tended to be unoccupied throughout the day of observation. The peak demand of two (2) spaces occupied during the observation period of 3:30 PM to 4:00 PM. All other periods experienced below 50% occupancy. When these spaces are used, drivers along the travel way often appear confused by the stopped / parked vehicles. Some of this confusion may be related to drivers behind unaware that cars are allowed to park. Various parking signs, present only on Centre Street, are low / not viable behind parked vehicles, and denote “NO PARKING” in large lettering along with time restrictions. During evening peak hours, drivers were observed driving over the four (4) spaces on Centre Street southbound to avoid southbound left-turning vehicles queuing at the traffic signal.

Removal of On-Street Parking Considerations

Centre Street On-Street Parking - The conceptual layout of the project seeks to provide an exclusive left-turn lane along Centre Street southbound, as warranted, to alleviate the vehicle delay and queuing experienced throughout the day and particularly in and around the weekday evening peak period. Whereas the LBRP scope limits significant geometric modifications, an exclusive left-turn lane can be accommodated along the Centre Street southbound approach through modifications to pavement markings and the removal of on-street parking spaces where the curb-to-curb width does provide sufficient cross-section for three lanes. Removing parking spaces along Centre Street would enhance the capacity of the Centre Street southbound approach without compromising the availability of nearby parking spaces, which are generally underutilized based on the parking observation data. This is likely due to the existence of more convenient parking options in the vicinity for specific destinations such as Town House and the Caryl Community Center, as well as being a less desirable location for on-street parking as a result of the vehicular friction with the southbound travel lane and the perception of bypass traffic conflicts. The limited parked vehicles in these spaces can reasonably be accommodated at other public parking locations in the vicinity of the intersection.

Springdale Avenue North On-Street Parking – The conceptual layout of the project seeks to increase the number of on-street parking spaces along the northerly side of Springdale Avenue from fourteen (14) to fifteen (15) spaces. The additional space would be accommodated by configuration of the parking layout between the Town House Driveway and Centre Street. While providing separation between on-street parking stalls and the signalized crosswalk across Springdale Avenue, much of the additional area to accommodate the new parking space is provided via the removal of the midblock crosswalk in front of the Caryl Community Center approximately 100-feet west of the signalized intersection. No issues were observed with pedestrians crossing from the north to the



south side of Springdale Avenue at this crosswalk; however, a utility pole and accessible parking spaces on the south side of Springdale Avenue may limit visibility between drivers and pedestrians when crossing from south to north and the close proximity of this uncontrolled location as compared to the signalized crossing results in redundancy.

Springdale Avenue South On-Street Parking – The conceptual layout of the project seeks to decrease the number of on-street parking spaces along the southerly side of Springdale Avenue from ten (10) to eight (8) which includes the relocation of two (2) accessible parking spaces. The two (2) parking spaces proposed to be removed at the front door of the Caryl Community Center. TEC acknowledges that drivers park in these spaces to walk to the Community Center for various events and activities while parking behind the Caryl Community Center is often tight. Several residents have expressed frustration with the inconvenience of the off-street spaces in the Community Center lots, especially for senior residents due to the distance and walking time. This situation could worsen with colder temperatures and icy conditions. Overall, one (1) of the two (2) parking spaces could easily be exchanged for the additional space on the direct opposite side of Springdale Avenue. Overall, the peak demand along both sides of Springdale Avenue between Railroad Avenue and Centre Street was twenty (20) parked vehicles in the twenty-four (24) spaces. It is reasonable to conceptualize that the loss of five (5) on-street parking space overall in this area can be accommodated.

TRAFFIC OPERATIONS ASSESSMENT

To assess the quality of flow through the intersection, roadway capacity and vehicle queue analyses were conducted under 2025 Base Year Conditions, both with and without the proposed improvements. Capacity analyses provide an indication of how well the roadway facilities serve the traffic demands placed upon them, with vehicle queue analyses providing a secondary measure of the operational characteristics of an intersection under study. The results of the Synchro capacity and queue analysis are a general estimation of traffic operations based on methodologies published in the Transportation Research Board (TRB) publication *Highway Capacity Manual* (HCM). The publication utilizes the traffic volume, geometric, and signalization parameters of the location in its assessment. The detailed Synchro capacity and queue analysis reports are provided in Attachment D.

Intersection Capacity and Queue Analysis Results

Following TEC's review of the Synchro capacity and queue analysis, it was clear that the analyses did not fully represent TEC's field observations of the actual conditions in the 2025 Base Year Condition. This includes the following elements:

- The addition of operational enhancements such as the a) Walpole Street westbound overlap phase and b) separation of the left-turn vehicles from the Centre Street southbound through movement within the same protected-permitted phasing, all under the same cycle length, should result in a clear improvement in approach and intersection operations. This improvement is seen in the weekday evening peak period but not in the weekday morning peak period where the Centre Street northbound approach slightly worsens.

- The queuing conditions along Centre Street northbound as reported in the software do not fully represent the queuing conditions observed in the field. Upon running the analysis through Synchro's companion simulation software, the results were similar. This would suggest that the excessive queue and additional delay experienced at the intersection, and specifically along the Centre Street northbound approach, is not necessarily related to typical traffic signal and intersection conditions where the following parameters are not typical of excessive queue conditions:
 - At first glance, the potential for the phase to "gap-out" leaving minimal green time is not a condition typically experienced when the passage time (programmed time gap between vehicles detected keeping green turned on) is set to 4.0 seconds.
 - There are also only twenty-two (22) vehicles and nineteen (19) vehicles turning left from Centre Street northbound during the weekday morning peak hour and weekday evening peak hour, respectively. This is not a significant number of permissive left-turns that could block the ability of vehicles to be processed at the intersection.
 - Even in the peak weekday morning condition, 528 through movement vehicles should be able to be processed over the minimum 1,260 seconds of available green time on the Centre Street northbound phase. Note that even if left-turning vehicles were blocking trailing vehicles, this would only occur twenty-two (22) out of a minimum thirty-six (36) signal cycles within that peak hour.

The above-mentioned evaluation suggests that there are other factors that may be contributing to the excessive queue conditions along Centre Street northbound approach. This is the primary purpose for recounting the traffic volumes at the intersection to confirm that the analysis represents the field conditions. As previously noted, new TMCs were completed on Wednesday, December 10, 2025. The new TMCs and associated traffic operational analysis yielded results that are comparable to those from June 2025 in terms of traffic volumes, delays, service levels, and volume-to-capacity ratios. In addition to these physical counts, video footage was collected, enabling TEC to observe traffic conditions and incorporate this information into the revised analysis.

Key Video Footage Observations

The key observation from the video footage obtained of the TMCs was the number of vehicles processed along Centre Street northbound during the weekday morning peak hour and Centre Street southbound during the weekday evening peak hour. For example, the Centre Street northbound approach was seen to process approximately 15 vehicles or less per cycle given 35 seconds of green time per cycle. The green time consistently "maxed out" its full green time due to the excessively long passage time of 4.0 seconds programmed into the controller. It seems that vehicles were taking nearly all 4.0 seconds of the passage time to pass through the detection zone. This is a very low number of vehicles processed for a 35 second green time interval. The conditions were similar along Centre Street southbound during the weekday evening peak hour. Utilizing this video footage, TEC adjusted the saturated flow rates in the traffic operations modelling software for both the Centre Street northbound during the weekday morning peak hour and Centre Street southbound during the



weekday evening peak hour to better reflect existing conditions. Essentially, TEC calibrated the software model by artificially changing the ability for those approaches to process vehicles to an amount equivalent to 15 vehicles per cycle over the peak hour. Consequently, the updated analysis appears more realistic than the previous results generated by Synchro.

The analysis in Table 4 is based on data from the Synchro reports, utilizing data collected on Tuesday, June 10, 2025, with an added sensitivity analysis section with the adjusted saturated flow rates using data from Wednesday, December 10, 2025.

Summary of Sensitivity Analysis Results

The sensitivity analysis shows the Centre Street northbound operates at a degraded level of service during the weekday morning peak hour with a volume-to-capacity (v/c) ratio well above 1.00 indicating that the approach does not have adequate capacity to accommodate the vehicle demand. Similarly, Centre Street southbound operates at a degraded level of service during the weekday evening peak hour. Improvements at the intersection are expected to result in significantly improved operations over the existing conditions; however, they will still operate at a degraded level of service. This is expected based on the limited geometric modifications that can be achieved at this location under the constraints of the LBRP grant as the number of lanes is only increased on a single approach and the length of existing auxiliary lanes is limited by other geometric features. Note that the analysis does not take into account immeasurable improvements to the operations that are expected to occur with new efficient/ reliable traffic signal infrastructure, as well as the placement of traffic signal infrastructure overhead that will allow for clearer upstream visibility to traffic signal operations.

Table 4 – Capacity and Queue Analysis Summary

Intersection / Lane Group	2025 Base Year with Existing Conditions				2025 Base Year with Proposed Conditions				2025 Base Year Existing Conditions with Sensitivity				2025 Base Year Proposed Conditions with Sensitivity			
	V/C*	Delay*	LOS*	Queue*	V/C	Delay	LOS	Queue	V/C	Delay	LOS	Queue	V/C	Delay	LOS	Queue
<i>Weekday AM Peak Period</i>																
Springdale Avenue EBL	0.77	38.9	D	85/147	0.68	28.8	C	73/125	0.90	31.0	E	113/151	0.81	48.7	D	80/178
Springdale Avenue EBTR	0.56	26.0	C	82/137	0.46	23.7	C	79/137	0.59	27.2	C	110/138	0.47	27.2	C	89/156
Walpole Street WBLT	0.42	24.3	C	76/131	0.67	36.8	D	89/159	0.46	25.1	C	102/167	0.82	53.2	D	126/239
Walpole Street WBR	0.49	24.8	C	39/131	0.82	40.5	D	128/238	0.47	25.1	C	45/142	0.77	42.1	D	113/237
Centre Street NB	0.60	9.5	A	158/363	0.90	35.7	D	291/586	1.86	411.9	F	391/649	1.59	299.8	F	566/550
Centre Street SB	0.67	12.5	B	96/229	-	-	-	-	0.75	18.2	B	157/263	-	-	-	-
Centre Street SBL	-	-	-	-	0.48	11.3	B	40/74	-	-	-	-	0.36	9.7	A	33/59
Centre Street SBTR	-	-	-	-	0.18	8.0	A	37/70	-	-	-	-	0.18	7.3	A	45/77
Overall Intersection	0.75	19.1	B	-	0.85	30.4	C	-	1.66	144.6	F	-	1.33	119.5	F	-
<i>Weekday PM Peak Period</i>																
Springdale Avenue EBL	0.07	21.9	C	<25/25	0.07	16.7	B	<25/25	0.14	23.4	C	<25/37	0.16	23.3	C	<25/36
Springdale Avenue EBTR	0.87	45.5	D	190/272	0.73	26.2	C	169/272	0.81	40.2	D	147/231	0.80	39.2	D	137/263
Walpole Street WBLT	0.31	23.6	C	65/105	0.36	23.5	C	58/218	0.39	25.2	C	69/117	0.62	34.3	C	77/168
Walpole Street WBR	0.06	21.8	C	<25/28	0.05	15.2	B	<25/26	0.06	22.9	C	<25/31	0.06	21.3	C	<25/30
Centre Street NB	0.27	8.6	A	66/115	0.48	20.7	C	97/166	0.24	6.9	A	49/113	0.31	13.1	B	73/132
Centre Street SB	1.18	111.8	F	674/965	-	-	-	-	1.81	387.0	F	461/820	-	-	-	-
Centre Street SBL	-	-	-	-	0.46	11.5	B	58/110	-	-	-	-	0.37	6.8	A	50/83
Centre Street SBTR	-	-	-	-	0.90	29.2	C	290/587	-	-	-	-	1.30	163.5	F	447/395
Overall Intersection	1.16	71.4	E	-	0.98	23.9	C	-	1.64	211.2	F	-	1.29	76.2	E	-

* Volume-to-capacity ratio.

† Delay expressed in seconds per vehicle (average).

‡ Level of service.

§ 50th/95th Percentile Queue

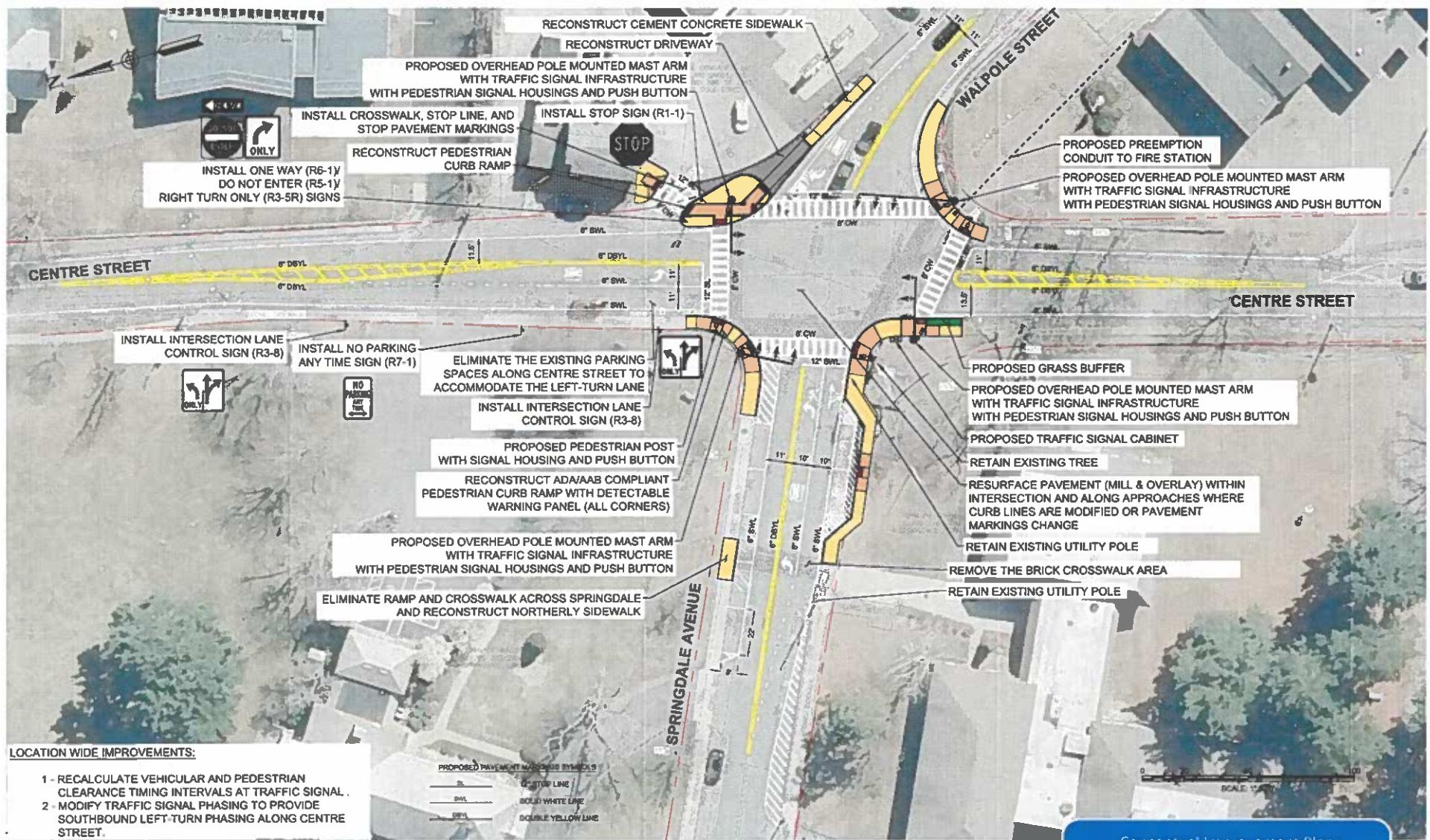
PROPOSED IMPROVEMENTS RECOMMENDATIONS

TEC has assessed the potential traffic and parking impacts of reconstructing the traffic signal at the intersection of Centre Street / Springdale Avenue / Walpole Street in Dover, Massachusetts. To enhance capacity, safety, and level of service, TEC recommends the following general improvements as part of the conceptual project design:

- Reconstruction of the traffic signal control to include the following attributes:
 - Installation of overhead signal indications through a four (4) mast arm assembly system. The mast arms can be painted and or configured in an ornamental assembly to provide the necessary aesthetics for Dover Center.
 - Introduction of emergency vehicle preemption for all four (4) intersection approaches including a connection to the adjacent Fire Station for an in-house push button.
 - Installation of various pedestal posts to house relocated pedestrian signal housings with countdown indications and Accessible Pedestrian Signal (APS) compliant push buttons.
 - Introduction of video detection to provide enhanced vehicle and bicycle detection capabilities.
 - Replacement of the traffic signal cabinet to house the additional traffic signal cabinet hardware components. Replacement of all cabinet hardware components and accommodations for ethernet connections.
 - Reprogramming the controller for multiple demand-based / time-of-day timing schemes. Introduction of a Walpole Street westbound right-turn overlap phase to assist in clearing excessive queuing.
 - Calculation of vehicle and pedestrian clearance intervals based on the proposed geometry of the introduction.
- Reapplication of pavement markings along Centre Street southbound to accommodate an exclusive left-turn lane and shared through / right-turn lane. This will require the removal of four (4) on-street parking spaces.
 - Add intersection lane control (R3-8) signs and replace the existing 'No Parking' signs with new 'NO PARKING ANY TIME' (R7-1) signs along Centre Street, starting before the exclusive left-turn lane begins.
- Removal of the midblock crosswalk across Springdale Avenue 100-feet west of Centre Street. This will result in the addition of one (1) on-street parking space.
- Reapplication of pavement markings along Springdale Avenue eastbound to institute more appropriate lane shifting taper improving diverging maneuvers approaching the intersection. This will require the removal of two (2) on-street parking spaces in conjunction with the relocation of the two (2) accessible on-street parking spaces via a new curb adjustment.
- Reapplication of pavement markings along Walpole Street westbound to slightly extend the exclusive right-turn lane.

- A painted crosswalk, stop line, stop sign, and 'STOP' pavement marking will be added to the secondary driveway at #2 Walpole Street (Mobil Gas Station). Additionally, One-Way (R6-1), Do Not Enter (R5-1), and right turn only (R3-5R) signs will be installed at the driveway exit to match the existing signs at the Needham Bank driveway on Centre Street.
- Construct ADA/AAB/PROWAG compliant pedestrian curb ramps at the terminus of each crosswalk including two (2) pedestrian curb ramps per corner.
- Reconstruction of short sidewalk segments around the intersection to accommodate the traffic signal and pedestrian curb ramp reconstruction.

The improvements to traffic signals and the proposed lane configuration changes at the Centre Street / Springdale Avenue / Walpole Street intersection are expected to enhance system efficiency, allowing it to operate more effectively and fulfill the goals of the MassDOT LBRP.



Conceptual Improvement Plan

The logo for TEC The Engineering Corp. It features the letters 'TEC' in a large, bold, blue sans-serif font. A thin, light blue vertical bar is positioned to the left of the 'T'. Below 'TEC', the words 'The Engineering Corp' are written in a smaller, blue, italicized sans-serif font.

Scale: 1" = 20'

January 7, 2026

Legend:

- Cement Concrete Sidewalk
- Cement Concrete Wheelchair Ramp
- Grass Buffer

Centre Street / Springdale Avenue / Walpole Street Local Bottleneck Reduction Program Dover, Massachusetts

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: February 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Approve Acceptance and Expenditure of a Commonwealth of Massachusetts Municipal Vulnerability Preparedness Program (MVP 2.0) Grant of \$100,000 to Conduct a Climate Action Plan and Resilience Seed Project

I.3



GRANT CONTRACT AGREEMENT

Municipal Vulnerability Preparedness Program - MVP 2.0

(MVP 2.0)

FY: 26

Prepared for

Anna Nagy

Prepared by

Marissa Robertson

marissa.robertson2@mass.gov

2/2/2026

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division 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](#), 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 forms at macomptroller.org/forms or mass.gov/lists/osd-forms.



CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name Town of Dover d/b/a		Department Executive Office of Energy and Environmental Affairs MMARS Code ENV	
Legal Address As entered on Form W-9 or Form W-4 5 Springdale Avenue P.O. Box 250 Dover MA 02030		Contract Manager Name Marissa Robertson Business Mailing Address 100 Cambridge Street, 10th Floor Boston MA 02114	
Contract Manager Name Anna Nagy		Billing Address If Different 100 Cambridge Street, 10th Floor Boston MA 02114	
Phone (508) 785-0032	Fax	Phone (617) 352-0186	Fax
Email anagy@doverma.gov		Email marissa.robertson2@mass.gov	
Vendor Code VC VC6000191771		MMARS Doc ID(s)	
Vendor Code Address ID e.g. "AD001". AD		RFR/Procurement or Other ID Number BD-26-1042-ENV-ENV01-122496	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
<input checked="" type="radio"/> NEW CONTRACT		<input type="radio"/> CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only)		Current Contract End Date PRIOR to Amendment	
<input type="checkbox"/> Statewide Contract (OSD or an OSD-designated department.)		Amendment Amount Or Enter "No Change"	
<input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, and budget.)		Amendment Type Check one option only. Attach details of amendment changes.	
<input checked="" type="checkbox"/> Department Procurement - Includes all Grants 815 CMR 2.00 (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)		<input type="checkbox"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.)	
<input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, and budget.)		<input type="checkbox"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.)	
<input type="checkbox"/> Contract Employee (Attach Employee Status Form, scope, and budget.)		<input type="checkbox"/> Contract Employee (Attach any updates to scope or budget.)	
<input type="checkbox"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.)		<input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	
<input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)			

TERMS AND CONDITIONS

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding.
 Check ONE option:

[Commonwealth Terms and Conditions](#)

[Commonwealth Terms and Conditions for Human and Social Services](#)

[Commonwealth IT Terms and Conditions](#)

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. Total maximum obligation for total duration of this contract (or new total if contract is being amended): **\$100000**

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:	10 days	% PPD.
	15 days	% PPD.
	20 days	% PPD.
	30 days	% PPD.

If PPD percentages are left blank, identify reason:

 Statutory/legal Ready Payments ([M.G.L. c. 29, § 23A](#)) Agree to standard 45-day cycle Only initial payment

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.

To conduct the MVP 2.0 Planning Process and implement a climate resilience seed project as outlined in Attachment A.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

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

NO If NO, and the department is an Executive Department, enter the appropriate exemption: n/a - grant

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 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 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 Jun, 30, 2028, 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

Signature and date must be captured at time of signature.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR		AUTHORIZING SIGNATURE FOR THE DEPARTMENT	
Signature		Signature	
Print Name		Print Name	
	Date		Date

ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

The Executive Office of Energy and Environmental Affairs (EEA) and the **Town of Dover** ("the community") hereby contract for the community to complete the Municipal Vulnerability Preparedness (MVP) 2.0 process in the FY26 round. Once the contract has been signed by both parties, the community will be provided with an advance payment of **\$50,000.00 to complete the MVP 2.0 process scope (steps 1-8 and step 10)**. Once the community has completed step 7 (selected a Seed Project and submitted Part A that was approved by the respective MVP Regional Coordinator) or earlier if authorized by EEA, the community will be provided with an advance payment of **\$50,000.00 to implement their Seed Project(Step 9)**.

This project will run from the effective date of this contract through **June 30, 2028**. Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the funds to the state by FY28 fiscal year end. The community may apply for a contract extension as needed and subject to EEA's discretion for approval.

Process Summary:

The MVP 2.0 program expands on the climate resilience work communities have done to date and supports communities with new methods, tools, and resources for building climate resilience. In particular, the contract will support the community in revisiting their climate resilience priorities with a focus on equity, and translating those priorities into action through project development and implementation. The MVP 2.0 program does this through:

- Convening a community team to do equitable climate resilience work;
- Providing training on strategies for building climate resilience, equity, and climate justice;
- Revisiting resilience priorities with the involvement of the wider community and a stronger assessment of social vulnerability and resilience;
- Helping the municipality and community to co-develop and implement a project that builds community resilience, with guaranteed funding for implementation; and
- Providing a process that can be replicated for future MVP Action Grants.

Resources and Support:

The community will work with a planning vendor and an equity partner to help manage and facilitate the process. MVP will provide a set of guidance documents and tools for completing the process, which are available on the **MVP 2.0 Planning Grant website**. Additionally, the project team will use the **Guides for Equitable and Actionable Resilience (GEAR) online tool**, which provides access to community data, downscaled climate projections, and guidance for investigating and understanding local climate vulnerability. The MVP Program's team of Regional Coordinators (RCs) will also provide support and guidance in the process (see list of MVP checkpoints below).

Process Details:

The community will conduct the following tasks to complete the MVP 2.0 process as outlined in the **MVP 2.0 Process Guide**. From step 1 onward, the community will have support from their contracted planning vendor and their implementation vendor for step 9.

Phase 1: Developing a Core Team

Step 1: Starting to Build Your Team (1-2 Months)

Goals:

- Hire a Planning Vendor (or vendor team) to support the MVP 2.0 process
- Recruit the municipal staff who will be on the Core Team.

MVP Checkpoints:

- **Just after award** - The Municipal Project Manager will receive an award letter, a timeline, a contract, and the name and contact information of the Equity Partner (EP) assigned to the community from the MVP team. The MVP

	<p>Regional Coordinator (RC) for your region will contact you to schedule quarterly check-ins.</p> <ul style="list-style-type: none"> • Just after award - The Municipal Project Manager, RC, and EP will attend Cohort Kick-Off meeting and discuss Planning Vendor selection. • After selecting a Planning Vendor – EP will email the contract, contact information, and qualifications for your selected Planning Vendor to your RC, EP, and the MVP inbox (mvp@mass.gov).
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Step 2: Identifying Lived Expertise (1 Month)

Goal:

- Identify lived expertise of people who live and work in the community and perspectives that will be important to include on the Core Team.

MVP Checkpoints:

- Upon completion- EP will email your completed [Community Exploration](#) to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 3.

Step 3: Recruiting the Rest of Your Team (2 Months)

Goal:

- Recruit and onboard the Community Liaison Core Team Members.

MVP Checkpoints:

- Upon completion- PV will email a list of your Core Team members to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 4. Note which members are Community Liaisons, the community(ies) they are connected to, and how much they will be compensated.

Phase 2: Revisiting Resilience Priorities

Step 4: Kicking off Collaboration (1 Month)

Goal:

- Create a foundation for working together through team building, orientation, and discussion.

MVP Checkpoints:

- Upon completion- PV will email your completed Discussion Guide to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 5.

Step 5: Uncovering Social Resilience (3 Months)

Goal:

- To identify factors that contribute to vulnerability and resilience for people who live and work in the community and region.

MVP Checkpoints:

- Upon completing your Engagement Plan- PV will email your completed [Engagement Plan](#) to your RC and the MVP inbox (mvp@mass.gov) before starting on your engagement activities.
- Upon completion of Step 5 – PV will email your completed [Social Resilience Roadmap](#) to your RC and the MVP inbox

	(mvp@mass.gov) before moving on to Step 6.
Step 6: Revisiting Resilience Priorities (2 Months)	
Goals: <ul style="list-style-type: none"> Revisit and update community resilience priorities (from MVP 1.0) based on what was learned in Step 5. Vet the updated priorities with the community. 	MVP Checkpoints: <ul style="list-style-type: none"> Upon completion of Step 6 – PV will email your completed Resilience Priorities Guide to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 7.
Phase 3: Implementing a Seed Project	
Step 7: Selecting a Seed Project (1 Month)	
Goals: <ul style="list-style-type: none"> Identify a Seed Project idea(s) that will advance one or more of the community resilience priorities. Vet the project idea(s) with the community. 	MVP Checkpoints: <ul style="list-style-type: none"> Once you have identified a few Seed Project ideas - Email your preliminary Seed Project ideas to your RC for feedback before vetting the Seed Project ideas with the community. Upon completion – PV will email your completed Seed Project Plan Part A to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 8. Submitting Part A and approval from your RC will unlock funding for Seed Project implementation.
Step 8: Developing and Implementation Plan (1 Month)	
Goal: <ul style="list-style-type: none"> Develop an implementation plan for the Seed Project that will help translate the idea into action. 	MVP Checkpoints: <ul style="list-style-type: none"> Upon completion – PV will email your completed Seed Project Plan Part B to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 9. Upon completion – PV will submit the MVP 2.0 Interim Submission Form, which includes answering some summary questions about the process and uploading all completed deliverables thus far (Steps 1-8).
Step 9: Implementing the Seed Project (Ten months) - TO BE LED BY SEPARATE VENDOR UNLESS OTHERWISE SPECIFIED BY THE GRANTEE	
Goal: <ul style="list-style-type: none"> Implement the Seed Project, and in doing so, build resilience and capability within the community or region. 	MVP Checkpoints: <ul style="list-style-type: none"> Halfway through Seed Project implementation – Municipal project manager will email or set up a call with your RC to provide a progress update.

Step 10: Reflecting, Adjusting, and Next Steps (1 Month) - TO BE LED BY CORE TEAM**Goals:**

- Reflect on the process in order to evolve and improve it for future resilience building efforts.
- Close out the MVP 2.0 Process.

MVP Checkpoints:

- Upon completion- Municipal project manager will submit the [MVP 2.0 Final Submission Form](#), which includes uploading the completed deliverables from Steps 9 and 10, including documentation of the Seed Project.

Reporting and Final Deliverables:

To close out the MVP 2.0 process, the community is required to provide EEA with the following materials. These materials will be submitted as attachments to the [MVP 2.0 Final Submission Form](#).

- Completed MVP Checkpoints listed under each step above
- Completed materials:
 - [Community Exploration](#)
 - [Kickoff Videos Discussion Guide](#)
 - [Engagement Plan](#)
 - [Social Resilience Roadmap](#)
 - [Resilience Priorities Guide](#)
 - [Seed Project Plan Part A](#)
 - [Seed Project Plan Part B](#)
 - [Reflection Guide](#)
- Close-out materials:
 - Final invoice(s) demonstrating all grant funding was spent according to the contract scope of work. (If multiple invoices, please compile into one PDF.)
 - Final deliverables from the Seed Project. (If multiple or too big to upload, please email to your MVP Regional Coordinator.)
 - Slide(s) with photos or images from the process and/or your Seed Project. (We may share these publicly so please only upload photos or images with any necessary permissions to share secured.)

Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the money to the state by fiscal year end.

Any changes to the scope or deliverables must be approved in writing by the MVP Regional Coordinator or MVP staff.

Seed project deliverables must conform to the [Digital Accessibility Standards](#) as defined in the [Enterprise Digital Accessibility Policy](#) as it may be amended from time to time.

Grantee/Municipal Staff Commitment:

The grantee/community must provide sufficient staff time to assure completion of this grant. The time commitment for the project manager and municipal members of the Core Team is estimated at roughly 105 hours and 85 hours, respectively, for steps 1-8 and step 10. The time commitment for step 9 is to be determined based on the seed project selected by the Core Team. The grantee does not need to track or report on this time provided that the following tasks are completed. Staff time will include the following activities:

- Complete a contract with the Commonwealth and maintain all necessary reporting;
- Attend their designated MVP 2.0 Kick-off Meeting, per award email (Step 1);
- Procure a planning vendor based on the provided vendor qualifications (Step 1);
- Complete the Community Exploration to identify perspectives and lived experience within your community that will be important to include in your Core Team (Step 2);
- Recruit a Core Team, with at least half the members being community liaisons with strong connections to EJ and priority populations in the community (Steps 1 and 3);
- Participate in the Core Team collaboration and skill share (Step 4);
- Work with community liaisons on your Core Team to lead inclusive and equitable community outreach and engagement activities to gather insight on sources of vulnerability and resilience in the community and complete the Engagement Plan and Social Resilience Roadmap (step 5);
- Participate in discussions with your Core Team to revisit and update your community resilience priorities; vet the updated priorities with the community (Step 6);
- Participate in discussions with your Core Team to identify a Seed Project idea; vet the Seed Project idea with the community (Step 7);
- Participate in discussions with your Core Team to develop a Seed Project Implementation Plan; if necessary, identify a subject matter advisor(s) to support this process (Step 8);

- If necessary, identify an implementation vendor to lead or support the implementation of the Seed Project; work with the implementation vendor and community stakeholders to implement the Seed Project (Step 9);
- Reflect on the MVP 2.0 process, and submit the MVP 2.0 Final Submission form with all associated deliverables to the MVP team (Step 10).

Materials:

All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

Other Terms:

Receipt of MVP funding shall not be considered state approval of the project for any necessary state, federal, or local permits, nor provide any indication of the project's competitiveness for future funding phases.



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, State and Local Government Entity (must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code <small>(If available, not the Taxpayer Identification Number or Social Security Number)</small>
-----------------------	--

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 (As it will appear on contract or other documents)	Title	Phone Number	Email Address

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

GRANTEE: TOWN OF DOVER

ATTACHMENT B - BUDGET AND APPROVED EXPENDITURES

{The Department and Contractor may complete this format or attach an approved alternative Budget format or invoice.}

Items identified below which are not part of the Contract should be left blank.

Attach as many additional copies of this format as necessary, Maximum obligation should appear as last entry.

Contract Expenditures	Unit Rate (per unit, hour, day)	Number of Units	Other Fees or Charges (specify)	TOTAL
To be distributed February 2026: State FY26				\$50,000.00
To be distributed February 2027 (or upon completion of Step 7 in Att. A): State FY27				\$50,000.00
Maximum Obligation				Total \$100,000.00

Attachment B is subject to any restrictions or additional provisions outlined in Attachment A

Additional Terms:

- Funding awarded as a result of this contract must be placed in a non-interest-bearing account.
- Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the money to the state by fiscal year end.
- Requests for extensions or amendments to this contract are at the sole discretion of EEA and must be requested at least one month in advance of the contract end date.
- Please refer to the request for responses ENV 26 MVP 02 for additional requirements.

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: February 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
MONDAY	<i>MAY 4, 2026 (May 11, if another night is needed) 7:00 PM</i>	<i>TOWN MEETING</i>
MONDAY	<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: February 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Update on the Board of Selectmen FY26 Goals and Priorities

I.5

Priority	Focus Area	Suggested Key Actions
Communication, Community Engagement, and Quality of Life	I. Public Outreach	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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

<https://www.doversherborn.org/about-us/strategic-plan>

Dover Town Library 2024-2027 Strategic Plan

<https://dovertownlibrary.org/about/our-mission-statement/>

Voted 09-16-25

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: February 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)

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 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

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

Thursday, March 5, 2026

- Public Hearing re Dover Wine Company Change of Officers/Stock Transfer
- 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 9, 2026 – Warrant Committee's Open Hearing

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: February 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Town Administrator Updates

I.7

FY2026 Project Status Summary for February 5, 2026 BOS Meeting			
	Status	Key Actions	Next Steps
HR Projects			
Classification & Compensation Update	In Progress	Personnel Board reviewed draft plan.	
Fire Chief Recruitment	Complete	Fire Chief Gerry Smith's pinning and swearing in ceremony was held on September 9, 2025.	
Town Engineer Recruitment	On Hold	Multiple recruitment efforts unsuccessful due to salary range.	Waiting for new compensation and classification plan before reposting.
Management Analyst/Communications Assistant Recruitment	Complete	Suzanne Hiltz started on September 10, 2025.	
Town Accountant Recruitment	Complete	Molly Ahearn started on January 12, 2026.	
DPW Contract Negotiations	In Progress		
Police Contract Negotiations	In Progress	First negotiation session scheduled for February 10, 2026.	
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 information sessions to be scheduled.
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	Four meetings held to date.	
Age Friendly Community	In Progress		
Purple Heart Community	In Progress		
Rail Trail	In Progress	Grant secured to "refresh" previous feasibility study; First 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	Complete	Awarded \$115,000 grant to cover cost of implementation; Installation complete.	
Town-Wide Document Digitization	On Hold		
Online Permitting	In Progress	System went live on November 17, 2025.	Additional departments/permits to be added.
Meeting Minute AI Technology Tool	In Progress	Reviewing software options.	
Website Redesign	In Progress	New website went live on January 29, 2026	Website will continue to be refined and updated based on feedback.
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	Complete		
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. Preliminary Budget presented to Warrant Committee on January 22, 2026.	
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.	

DOVER BOARD OF SELECTMEN

Agenda Item Summary

Meeting Date: February 5, 2026

AGENDA ITEM TITLE

ITEM NUMBER

Consent Agenda

C.1



TOWN OF DOVER

5 Springdale Avenue
P.O. Box 250
Dover, MA 02030-0250

Felicia S. Hoffman, CMMC
Town Clerk

Tel: (508) 785-0032 x 226
Fax: (508) 785-2341
email: fhoffman@doverma.gov

TO: Board of Selectmen
FROM: Felicia S. Hoffman, CMMC *fsl*
SUBJECT: Early Voting in Person – All Elections in 2026
DATE: February 2, 2026

I would like to request that Early Voting in Person be conducted in the Great Hall of the Dover Town House for all scheduled elections conducted in Calendar year 2026.