



TOWN OF DOVER SHADE TREE COMMISSION

April 9, 2026 7:00PM

MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Phillips opened the April 9, 2026 Regular meeting at 7:00 PM and led everyone in attendance in the Pledge of Allegiance.

STATEMENT OF ADEQUATE NOTICE [Sunshine Law Compliance]

Notice of this meeting of the Shade Tree Commission of the Town of Dover was sent to the Daily Record and the Citizen newspapers on December 16, 2025 for publication; such notice has been posted in the municipal building and filed in the Office of the Municipal Clerk in accordance with the Open Public Meetings Act. Formal action may be taken at this Meeting.

<u>ROLL CALL</u> <i>[alphabetical order]</i>	Present	Excused Absence	Absent
Commissioner Antonio Acosta	X		
Commissioner Craig Adams [Alt. 2]	X		
Commissioner Kim Philips [Alt. 1]	X		
Commissioner Susan Savoy	X		
Commissioner Travis Savoy	X		
Maria Rosario			X
Tracy Roberts	X		
Non-Voting Members:			
Daniella Mendez, Town Council Liaison	X		
Jeff Guevara, Department of Public Works Superintendent	X		
Robin Kline, Secretary	X		

APPROVAL OF MINUTES *[Requires Motion; Second and Roll Call]*

March 12, 2026 meeting

Commissioner T. Savoy moved to approve the March 12, 2026 Regular meeting minutes. Motion seconded by Commissioner Acosta.

The following roll call vote was taken:

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta	X			
Commissioner Craig Adams, Chair				X
Commissioner Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy			X	
Commissioner Travis Savoy, Vice Chair	X			
Commissioner Tracy Roberts			X	
Commissioner Maria Rosario				X

March 12, 2026 meeting minutes were approved.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

1. **Tree Donation Program** – Commissioner Philips informed the members that revisions have been made to the Tree Donation Application. The next step will be to advertise the program on social media, the website, and the town's messaging board.

2. **2026 Proposed Operating Budget Request** – Council Member Mendez reported that the town is operating under a temporary budget with limited funding. Commissioner Acosta offered to follow up with the town administrator concerning the Shade Tree Commission’s budget needs for 2026.
2. **Town of Dover Messaging Board re Required Tree Permits** – Commissioner Acosta will request administration to post a notice on the town’s messaging board reminding property owners that a Tree Removal Permit is required pursuant to state law and local ordinance prior to removing trees on property.
3. **Shade Tree Commission Short Video** – Commissioner Philips reported the Recreation Department is interested in producing a video highlighting the Shade Tree Commission and its work. Commissioner Acosta offered to follow up with the Recreation Department for more information. Topics the Commissioners would like to feature in the video include the Tree Donation Program; Tree Removal Permits; and Dos and Don’ts when visiting Hurd Park during cherry tree blossoming.

COMMITTEE REPORTS

-  **Shade Tree Grants Committee** - Commissioner Philips, committee chair, provided the following updates:
 - a) **Leafing Out Education Grant** – The grant amount is \$10,225.00. and can be used for the training and education of shade tree members and public works department employees.
 - b) **Green Communities Grant** – The tree consultant will begin a street tree inventory later in the month for inclusion in Dover’s 4th Community Forestry and Management Plan.
 - c) **The Davey Tree Expert Company Arboricultural Education Grant** – The grant application has been submitted. The Davey Tree Expert Company awards grant funding up to \$5,000 to support education and training initiatives in tree care and urban forestry.
 - d) **Partner with the Dover School District to Secure Tree Planting Grants on School Grounds** – This matter is pending. A report will be provided at the next meeting.

-  **Arbor Day Program & Shade Tree Plantings Committee** – Commissioner Susan Savoy, committee chair, provided the following report:

- a) **Arbor Day 2026** – The annual Arbor Day event is planned for Friday, April 24th, 2:00PM at JFK Commons Park. Pre-K children and staff from the Dover Childcare Center have been invited to take part in the Arbor Day program and planting of a magnolia tree. The committee will request a crossing guard. Commissioner Philips offered to invite the Mayor, Town Council, and Board of Education to attend the Arbor Day event.
- b) **Tree Dedication Events:** -
 - i. **Sperry Family Tree Donation** – Tree dedication at JFK Commons Park is being planned in the month of May. Date & time to be finalized.
 - ii. **Dover Area Historical Society Tree Planting** – Tree dedication at Hurd Park will be held on Saturday, May 16, 10:00AM at Hurd Park.
 - iii. **Open House & Tree Dedication for former DPW employee Chris Barrett** – The Open House event co-hosted by the DPW and Shade Tree Commission is tentatively scheduled for Saturday, June 20 or June 27 from 11:00AM to 1:00PM. During the Open House, a tree will be dedicated to honor former DPW employee Chris Barrett. The Dover Area Historical Society, Dover Recreation, and the Dover Health Department will join the DPW/Shade Tree Commission Open House event.

Commissioner Philips provided the following report:

- iv. **Nation’s 250th Anniversary Tree Planting** – The Shade Tree Commission, Town of Dover Recreation Department and the Dover Business Development Group will be partnering in a community-driven project to celebrate our nation’s 250th Anniversary. As part of the celebration, 13 trees will be planted as a tribute to the original 13 United States of America. The celebration is being planned during the month of September. Date, time and location of the planting of trees and itinerary to be finalized.

-  **Public Outreach & Code Enforcement Committee** - Commissioner Philips, committee chair, provided the following report:

- a) **Shade Tree Commission Social Media and Website** – Social media content continues to be posted on Facebook and IG platforms and the committee is working with Recreation Director Jordan Rameriz to update and refresh

the content on the Shade Tree Commission webpages. Information regarding Tree Removal Permits will be added and webpage visitor metrics will be tracked.

- b) **Shade Tree Commission Short Video** – The Recreation Department is interested in producing a video highlighting the Shade Tree Commission and its work. Commissioner Acosta offered to follow up for more information. Topics the commissioners would like to feature in the video include the Tree Donation Program, Tree Removal Permits, and, the Dos and Don'ts when visiting Hurd Park during cherry tree blossoming.
- c) **Tree Removal Permits Issued** – Commissioner Acosta reported one (1) Tree Removal Permit had been issued for 85 Ann Street, which he mentioned was incomplete any yet the Code Enforcement department had issued a tree removal permit.
- d) **135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot** – Code Enforcement issued a Letter of Warning to Mr. Acevedo with a May 15th returnable date for compliance with the landscaping plan approved by the Shade Tree Commission for Lot 24.

 **Site Plan Review Committee** – Commissioner Phillips, committee chair, reported on the following:

- a) **Planning Board and Zoning Board of Adjustment Checklist** – The shade tree checklist for site plan reviews is being revised and will be shared with the Planning Board and Zoning Board of Adjustment.
- b) **Planning Board and Zoning Board of Adjustment Site Plans & Public Hearing Dates** - A request has been made for notification of public hearing dates concerning site plan applications being considered before the Planning Board or the Zoning Board of Adjustment. Public Hearing dates will be shared with the Shade Tree Commission who are encouraged to attend.
- c) **Site Plan(s) Presented For Review** - None

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

- 1) **Council Member Danilla Mendez, STC Liaison** – Council Member Mendez provided a brief report on business items discussed and actions taken during the recent Mayor and Town Council meeting. Council Member further congratulated the Dover Shade Tree Commission on its 39th year as a Tree City USA® community .
- 2) **Public Works Superintendent Jeff Guevara** – Mr. Guevara reported he was recently in Washington D.C. and mentioned the cherry trees were in full blossom, which he noted was spectacular. He further reported that Jim Ayers will participate in the street tree inventory together with the shade tree's tree consultant.

Hazardous Trees Reported: Four (4) hazardous trees were reported to the DPW, which will be reviewed.

NEW BUSINESS

None

ADJOURNMENT

Having no further business to conduct, a motion to adjourn was made by Commissioner Acosta. Motion seconded by Commissioner Susan Savoy. A voice vote was taken with all Commissioners voting in favor.

The regular meeting was adjourned at 8:02PM.

The next regular meeting of the Dover Shade Tree Commission will be held on Thursday, May 14, 2026, at 7:00PM.

Respectfully submitted,

Robin R. Kline, Secretary

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