



TOWN OF DOVER SHADE TREE COMMISSION

May 14, 2026 7:00PM

MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Phillips opened the May 14, 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.

ROLL CALL <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		

Quorum was not met. Formal action was not taken at this meeting.

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

April 9, 2026 meeting

Approval of the April 9, 2026 meeting minutes was tabled to the June meeting.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

- 1. Tree Donation Program** – Commissioner Philips informed the members that the Tree Donation Program application, flyer and FAQ have been prepared. The Director of Recreation to post on the Town's website, social media platforms, and message board.
- 2. 2026 Proposed Operating Budget Request** – Council Member Mendez reported that the town is operating under a temporary budget with limited funding. The 2026 budget hearing is scheduled for June 9 and further reported \$5,000 has been appropriated for the Shade Tree Commission within the Recreation Department's budget. Commissioner-Chair Phillips to meet with the Director of Recreation.
- 2. Town of Dover Messaging Board re Required Tree Permits** – Commissioner-Chair Phillips confirmed that the Town's messaging board is running the notice 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-Chair Philips reported that the video script has been prepared and Council Member Mendez, Liaison to the Shade Tree Commission has agreed to narrate. Commissioner-Chair Phillips to follow up with the Director of Recreation.

COMMITTEE REPORTS

 **Shade Tree Grants Committee** - Commissioner Philips, committee chair, provided the following updates:

- a) **Leafing Out Education Grant** – The grant balance 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 received the shape file and has prepared a tree inventory spreadsheet 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 to the Davey Tree Expert Company for 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** – The Dover School District has submitted a grant proposal with the announcement of recipients awarded grant funding anticipated in the month of August.

 **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 took place on Friday, April 24th, 2:00PM at JFK Commons Park. Pre-K children and staff from the Dover Childcare Center took part in the Arbor Day program with a coloring book activity and planting of a magnolia tree. A proclamation celebrating Friday, April 24, 2026 was presented by the Mayor and Council. Members of the Board of Education also attended the Arbor Day event.
- b) **Tree Dedication Events:** -
 - i. **Sperry Family Tree Donation** – Tree dedication at JFK Commons Park will be held on Wednesday, May 13.
 - 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 will be held in the month of September. Several other Town government departments will join the DPW and Shade Tree Commission's Open House event, and a tree will be planted to honor former DPW employee Chris Barrett.

 **Public Outreach & Code Enforcement Committee** – Commissioner-Chair Philips, committee chair, announced that Commissioner Roberts expressed interest in joining the Public Outreach & Code Enforcement Committee and welcomed her to the committee.

Commissioner-Chair Philips 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) **Tree Removal Permits Issued** – Six (6) Tree Removal Permits were issued in the month of May. All were to remove hazardous trees. Tree Removal Permits will be cross-checked and compared with the recently completed tree inventory for the 4th Community Management Forestry Plan.
- c) **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. Public Works Superintendent Jeff Guevara visited the site and reported that Mr. Acevedo has requested a meeting with members serving on the Shade Tree Commission.

The Commissioners agreed that the row of dead arborvitae must be replaced and a fine imposed in lieu of Mr. Acevedo's failure to satisfy compliance with the approved landscaping plan.

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

- a) **Planning Board and Zoning Board of Adjustment Checklist** – The shade tree site plan review checklist is being finalized and will be utilized for reporting the Shade Commission’s comments concerning its review of site plans to 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 reported the Town’s Annual Budget has been introduced. Curiously, the Shade Tree Commission has a \$5,000 appropriation within the Recreation Department’s budget, not in the Shade Tree Commission’s budget line-item account. Council Member Mendez further commended Commissioner-Chair Philips for her work leading the Shade Tree Commission as chair.
- 2) **Public Works Superintendent Jeff Guevara** – Mr. Guevara reported the Open House is being planned to be held in the month of September. A tree will be planted on the Public Works Department grounds and dedicated to Chris Barrett, former DPW employee.

Hazardous Trees Reported: Mr. Guevara reported a large tree fell on town property Block 1408, Lot 19 located along Mt. Hope Avenue.

NEW BUSINESS

None

ADJOURNMENT

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

The regular meeting was adjourned at 8:25PM.

The next regular meeting of the Dover Shade Tree Commission will be held on Thursday, June 11, 2026, at 7:00PM.

Respectfully submitted,

Robin R. Kline, Secretary

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