



TOWN OF DOVER SHADE TREE COMMISSION

July 9, 2026 7:00PM

MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Travis Savoy opened the July 9, 2026 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.

<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] – Chair	X (arrived at 8pm)		
Commissioner Susan Savoy	X		
Commissioner Travis Savoy – Vice Chair	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]*

April 9, 2026 meeting

Commissioner Roberts moved to approve the April 9, 2026 meeting minutes.

Motion seconded by Commissioner Adams.

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			

April 9, 2026 meeting minutes were approved.

May 14, 2026 meeting

Commissioner Roberts moved to approve the April 9, 2026 meeting minutes.

Motion seconded by Commissioner S. Savoy.

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			

May 14, 2026 meeting minutes were approved.

PUBLIC COMMENTS

Keith Titus, residing at 130 Berry Street introduced himself as the President of the Dover (Orchard Street) Cemetery Association, a 501c3 organization. Mr. Titus informed the Commissioners that the Orchard Street Cemetery has lost several large trees over the past years, with many having historic value to the cemetery. He inquired whether the Dover Shade Tree Commission would consider including the cemetery on its tree planting list. The cemetery would be interested in planting arborvitaes and small evergreen trees in areas where large trees taken down and are barren.

The Commissioners thanked Mr. Titus for his charitable work in maintaining and preserving the cemetery grounds and historic gatehouse and offered their consideration of his request. The Commissioners agreed to explore possible collaborative projects with Mr. Titus and the cemetery board.

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

- 1) **Council Member Daniella Mendez, STC Liaison** – Council Member Mendez reported that she spoke with Maria Rosario concerning her absences at Shade Tree Commission meetings since she was appointed by the mayor and further reported that Ms. Rosario responded that she had no interest in the Shade Tree Commission and confirmed she would not be attending meetings.

In another matter, Council Member Mendez recommended that the Commissioners consider placing a time limit on public comments in efforts to ensure that all agenda items can be adequately discussed.

- 2) **Public Works Superintendent Jeff Guevara** – In Mr. Guevara's absence, Commissioner Acosta reported that Mr. Guevara reminds the Shade Tree Commission that a Town Open House is being planned for the month of September at the DPW facility and will be organized by the Recreation Department. Separately from the Open House event, the DPW will plant a tree on the Public Works Department grounds in memory of Chris Barrett, a former DPW employee who recently passed away.

Hazardous Trees Reported: Thirteen dying downtown trees are to be removed. There is no funding allocated in the operating budget for replacements.

OLD BUSINESS

1. **Tree Donation Program** – Commissioner Acosta provided Commissioner Philip's update in her absence. Commissioner Philips confirmed that the Tree Donation Program has officially launched. The Tree Donation Application, flyer and FAQ have been posted on the Town's website and social media platforms.
2. **2026 Proposed Operating Budget Request** – Commissioner Acosta had no update.
3. **Shade Tree Commission Short Video** – Commissioner Acosta provided Commissioner Philips's update report in her absence. Commissioner Philips met with the Director of Recreation to finalize the video production featuring the Shade Tree Commission. AI will be used for the voice over on the video.
4. **Planting 13 Trees to Commemorate our Nation's 250th Anniversary** – The Commissioners questioned whether there is funding available to purchase 13 trees and believed there may have been a miscommunication or misunderstanding from the Recreation Department when proposing this event. In lieu of planting 13 trees, it was suggested that a 'Liberty Tree' could be planted to commemorate our nation's 250th Anniversary.

[Commissioner Philips arrived at this time.]

COMMITTEE REPORTS



Shade Tree Grants Committee - Commissioner Philips, Committee Chair, provided the following updates:

- a) **Leafing Out Education Grant** – Grant funding is available for training and education for shade tree members and public works department employees.
- b) **Green Communities Grant** – The first draft of Dover's 4th Community Forestry and Management Plan has been received from the consultant and is currently in review.
- c) **The Davey Tree Expert Company Arboricultural Education Grant** – The Shade Tree Commission received notice that it did not receive grant funding.
- d) **Partner with the Dover School District to Secure Tree Planting Grants on School Grounds** – The Dover School District submitted a grant application for the planting of trees on school grounds. Announcement of grant awards is anticipated in the month of August.

 **Arbor Day Program & Shade Tree Plantings Committee** - Commissioner Susan Savoy, Committee Chair provided the following updates:

- a) **Tree Dedication Events** – There are no upcoming tree dedication events.
- b) **250th Anniversary Tree Planting** – It was reported that there is no town funding to support tree plantings commemorating our nation's 250th anniversary.

 **Public Outreach & Code Enforcement Committee** - Commissioner Philips, Committee Chair, provided the following updates:

- a) **Shade Tree Commission Social Media and Website** – Social media content continues to be posted on Facebook and IG platforms. The committee is also working with Recreation Director Jordan Rameriz in updating the Shade Tree Commission's webpages. Agendas, minutes, and information regarding Tree Removal Permits will be added and webpage visitor metrics will be tracked.
- b) **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. 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. A resolution was requested to formally memorialize and finalize the Shade Tree Commission's resolution regarding this matter.
- c) **Tree Removal Permits Issued** – Seventeen (17) Tree Removal Permits were issued in the months of May and June. 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.

 **Site Plan Review Committee** - Commissioner Philips, Committee Chair, provided the following updates:

- a) **Planning Board and Zoning Board of Adjustment Checklist** – The shade tree site plan review checklist is being finalized and will be utilized for forwarding 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** - Notification of public hearing dates for the Planning Board and the Zoning Board of Adjustment are posted on the Town website calendar. Shade Tree Commissioners are encouraged to attend.
- c) **Site Plan(s) Presented For Review** - None

NEW BUSINESS

Discussion to Change the Meeting Date or Meeting Time – Commissioner Philips led the discussion by informing members of a conflict which prevents her from attending meetings on Thursday evenings at 7:00pm and inquired if members are open to consider changing the meeting day to another weekday or changing the current meeting time to 8:00pm. Upon discussion, the Commissioners voiced their agreement that accommodation should be made for Commissioner Philips. The Commissioners ruled out changing the meeting day as that presented conflicts to other members. Ultimately, there was a consensus to change the meeting time to 8:00pm, contingent that good effort be made to complete business with a 9:30pm meeting curfew. A call for a motion and vote was made.

Motion

Commissioner Acosta moved to change the meeting time to 8:00pm as of the August meeting, and contingent that good effort be made to complete business with a 9:30pm meeting curfew.

Motion seconded by Commissioner T. Savoy.

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			

The motion passed unanimously. Secretary Kline confirmed she would prepare the revised meeting notice in

accordance with the Open Public Meetings Act.

ADJOURNMENT

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

The regular meeting was adjourned at 9:05PM.

The next regular meeting of the Dover Shade Tree Commission will be held on Thursday, August 13, 2026, at 8:00PM.

Respectfully submitted,

Robin R. Kline, Secretary

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