



TOWN OF DOVER SHADE TREE COMMISSION

August 14, 2025, 7:00PM

MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Travis Savoy called the meeting to order at 7:00PM and led everyone in attendance to the Pledge of Allegiance.

STATEMENT OF ADEQUATE NOTICE [Sunshine Law Compliance]

Notice of the Reorganization and Regular meetings of the Shade Tree Commission of the Town of Dover was sent to the Daily Record and the Citizen newspapers on December 19, 2024 for publication; such notice was posted in the municipal building and was filed in the Office of the Municipal Clerk in accordance with the Open Public Meetings Act. Formal action may be taken at this Meeting.

ROLL CALL <i>[alphabetical order]</i>	Present	Excused Absence	Absent
Commissioner Antonio Acosta	X		
Commissioner Craig Adams, Chair [arrived late]	X		
Commissioner Maribel Garland	X		
Commissioner Daniella Mendez [Alt. 1]	X		
Commissioner Kim Philips [Alt. 2]	X		
Commissioner Susan Savoy	X		
Commissioner Travis Savoy, Vice Chair	X		
Non-Voting Members:			
Council Liaison Veronica Velez			X
Jeff Guevara, Public Works Superintendent	X		
Robin Kline, Shade Tree Commission Secretary	X		

APPROVAL OF MINUTES

July 10, 2025 Regular Meeting

Commissioner Travis Savoy moved to approve the July 10 Regular Meeting minutes. Motion seconded by Commissioner Mendez. The following roll call vote was taken:

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta	X			
Commissioner Craig Adams, Chair				X
Commissioner Maribel Garland	X			
Commissioner Daniella Mendez [Alt. 1]	X			
Commissioner Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair			X	

The May 8, 2025 Regular Meeting minutes were approved.

PUBLIC COMMENTS

Valerie Kuglin and Susan Grobleski, teachers at the Dover Early Learning Center I, 154 Mt. Pleasant Avenue, Rockaway, informed the Commissioners that the preschool program will be teaching "Trees" during a 6-week unit of study in October and November. Dover School District's Pre-K has approximately 300 children enrolled at eight locations. Ms. Kuglin and Ms. Grobleski further inquired if the Dover Shade Tree Commission would be interested in being guest speakers at a scheduled date and time to talk about the benefits of trees, among other things.

The Commissioners thanked the two preschool teachers for comments and expressed their interest in visiting their classroom and proffered some ideas for a presentation. Commissioner Mendez will be the point of contact.

OLD BUSINESS

1. **2025 OPERATING BUDGET**—Commissioner Antonio Acosta reported that the municipal budget was adopted at the recent mayor and council meeting. Due to severe budget constraints, the Shade Tree Commission was not allocated any funds for its 2025 operating budget.

2. **4th Community Forestry Management Plan (CFMP)** – Commissioner Philips reported the first draft of the CFMP has been prepared. A forester or licensed tree expert (LTE) must prepare the town’s tree inventory and mapping, which is required to be included in the CFMP. The Commission submitted a \$20,000 Green Communities Grant application to defray costs to retain a professional to complete a tree inventory. Commission Susan Savoy offered to assist Commissioner Philips in contacting prospective foresters or LTEs. The CFMP is due in December 2025.
3. **Establish Dedicated Budget Account for Tree Donation Program & Tree Restoration Fund** – Commission Susan Savoy to follow up with the Finance Department to confirm that a dedicated budget account has been established for monies received for the Tree Donation Program and monies that are collected pursuant to the Tree Preservation and Protection Ordinance (Ord. 01-2025).
4. **Co-host an Open House with DPW** – A working group was formed to work with DPW Superintendent Guevara in scheduling an Open House to provide information and showcase the work of the Dover Shade Tree Commission and the DPW.
5. **Network with Other Shade Tree Commissions** – Commissioner Travis Savoy had no update. It was requested that a listing of shade tree commissions be provided for future reference.
6. **Girl Scout Dictionary Project (Fall 2025)** – Commissioner Philips reported the Girl Scouts are finishing up their project and will provide an update at the September meeting.

COMMITTEE REPORTS

Grants Committee

- a.) **Leafing Out Education Grant** – Grant funds will be requisitioned for 2025 CORE training for five attendees.
- b.) **Green Communities Grant** – Commissioner Philips reported that the Green Communities Grant application was submitted in June and she is waiting to hear if the town and shade tree commission will be receiving grant funding. The maximum grant award is \$20,000 and will provide financial assistance to update the Shade Tree Commission’s 4th Community Forestry and Management Plan (CFMP) and tree inventory. *[This matter remains pending]*

Arbor Day Program & Shade Tree Plantings Committee

- a) **Tree Replacement, Bassett Highway** – DPW Superintendent Guevara reported that his office has contacted Gardens of the World to provide a quote to replace the street tree on Bassett Highway. He further reported that ten trees that were planted last year in the downtown have died and will be replaced at no cost because they were purchased with a guarantee for replacement in the event they did not survive. A fall planting will be scheduled. *[This matter remains pending]*
- b) **Hurd Park Tree Dedication Commemorating the U.S. Army 250th Anniversary** – Commissioner Susan Savoy had no report and will provide an update at the September meeting. *[This matter remains pending]*

Public Outreach & Code Enforcement Committee

- a.) **Public Education re: Tree Protection and Preservation Ordinance & Tree Removal Permit** - Commissioner Acosta reported that seven (7) Tree Removal Permits have been submitted to date and informed the board that he will follow up with the code enforcement official to receive regular monthly reports.
- b.) **Shade Tree Commission Social Media** – Commissioner Philips reported that she continues to actively post content three times each week on the shade tree commission’s social media accounts.
- c.) **135 Munson Avenue [B1706, L24] Re: M. Acevedo’s removal of town trees on 50’ x 100’ lot** – Commissioner Acosta reported all trees and shrubs planted on lot 24 have died and further reported that he brought this to Bill Isselin’s attention, who informed him the town attorney will be preparing legal documents for public auction in August/September.

Commissioner Philips to send a letter to Mr. Acevedo stating he agreed to plant eight (8) trees on town-owned Lot 24 in accordance with the landscaping plan he submitted and subsequently was approved by the Shade Tree Commission. The eight (8) trees have not been planted. The letter will request a written response on how Mr. Acevedo intends to bring Lot 24 into compliance with the approved landscaping plan. *[This matter remains pending]*

d.) White Street Re: removal of town trees & encroachment on unimproved section of Bowlby Street

Motion:

Commissioner Adams motioned to remove this matter from the agenda and to take no further action. Motion seconded by Commissioner Travis Savoy. The following roll call vote was taken:

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta	X			
Commissioner Craig Adams, Chair	X			
Commissioner Maribel Garland	X			
Commissioner Daniella Mendez [Alt. 1]	X			
Commissioner Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair	X			

- e.) Tree Donation Program Public Outreach Campaign** – Before the program can be advertised to the public, confirmation is needed that a dedicated account for the receipt of donations has established by the Finance Department. *[This matter remains pending]*

SITE PLANS FOR REVIEW

None.

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

- 1. Council Member STC Liaison** – Council Member Velez was absent.
- 2. Public Works Superintendent Jeff Guevara** - Superintendent Guevara reported on the following matters:
 - Ten (10) tree replacements in the downtown area will be scheduled in the fall.
 - One Tree City USA sign has been installed on the large “Welcome to Historic Dover” sign located along Route 10W adjacent to the East Dover Elementary School. In the future, the structured planting bed will be refurbished and planted with shrubs and flowers.
 - In efforts to beautify the area where two street trees were removed along N. Sussex Street earlier in the year, two large container planters have been installed. Peers Moving & Storage employees have agreed to water and maintain the two planters.
 - DPW has removed and repoured new concrete sidewalk slabs at 16 Harvard Street.

NEW BUSINESS

- 1. Baker Avenue** – DPW Superintendent Guevara reported that a Baker Avenue homeowner inquired if the town would plant two trees the homeowners would like to purchase for their front yard. Mr. Guevara confirmed that his department will request a utility mark-out and then arrange for the planting of the trees.
- 2. JFK Commons Park Tree Dedication** – Commissioner Susan Savoy reported she will be organizing a tree dedication ceremony and granite marker for Jon Sperry for the large evergreen green tree he donated at JFK Commons Park. *[This matter remains pending]*

ADJOURNMENT

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

The regular meeting was adjourned at 8:35 PM.

The next regular meeting of the Dover Shade Tree Commission will be held on Thursday, September 11, 2025 at 7:00PM
Respectfully submitted,

Robin R. Kline, Secretary
TOWN OF DOVER SHADE TREE COMMISSION