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DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING  
ANDOVER TOWN OFFICES, 36 BARTLET STREET  
ANDOVER, MA 01810  
*342  
Approved  
w/air*  
<http://www.andoverma.gov/cdp>

**BALLARDVALE HISTORIC DISTRICT COMMISSION  
MEETING MINUTES DRAFT #2  
Wednesday, January 8, 2020 at 7:00 P.M.  
Second Floor Conference Room, Andover Town Offices**

The meeting was called to order by Chair, Joanna Reck, at 7:03 PM

Present: Joanna Reck, Diane Derby, Ron Abraham, Remi Machet, Matt Pimentel, Sara Nigrelli  
Absent: Gary Rowe

**APPLICATIONS:**

249 Andover Street (BH20-1) – Ken LaRose, Blackdog Builders – Relocate existing window

Moving the existing window 8" toward the front of the house. Existing window is wood, one over one with an exterior aluminum storm. Clapboards are cedar and will be replaced for new window location.

Motion: Move that application BH20-1 does fall under the BVHDC purview (Machet/Pimentel 5-0-1)

Motion: Move that application BH20-1 can have a public hearing waived for a public meeting. (Machet/Pimentel 5-0-1). Diane will be the liaison.

**PUBLIC MEETINGS:** None

**PUBLIC HEARINGS:** None

**CITIZEN'S "SPEAK TIME":** None

**COMMUNICATIONS, REPORTS AND OTHER COMMISSION BUSINESS:**

1. Motion to approve the meeting minutes from 12/4/19. (Machet/ Pimentel 6-0)
2. Tree lighting review
3. Updates & discussions – violations: It was agreed that all violators should be sent a letter of violation notice, with request to complete application and come before Commission. Joanna will work on a draft.
4. Other business – vinyl fences – location and height need to be appropriate. Board to do more research on types and suppliers of fences. Diane will get samples and Matt will get a catalog. Joanna will email rest of members an article updating us on different fencing materials.
5. Joanna to contact Gina to set up town email addresses.
6. New potential members

7. Joanna suggested sending a postcard reminder to all residents of the District. She will work on the wording.

Motion: To adjourn. (Machet/Pimentel 6-0) at 7:57pm