

Andover Design Review Board

Meeting Minutes: 6-11-2025
Location: 36 Bartlet Street, Andover, MA – 3rd Fl Conference Room

Board Attendance:
Jonathan Fournier (Chair) Present
Eric Daum (Member) Present
Kenneth Feyl (Member) Present
Kaitlin Vortherms (Member) Present
Adam Knoll (Member) Present

Minutes:

Meeting called to order: 6:30pm by Jonathan Fournier

Public Meeting:

DRB-25-8 2 Elm Sq Building Tenant Sign – Gong Cha
Scope: Building Tenant Sign Review – Building Signs (1)
Recommendations: None
Action Taken: Approved as submitted.
Motion: Ken Feyl
Second: Adam Knoll
Vote: Yes 5
No 0
Abstain 0

DRB-25-9 30 Railroad St Freestanding Monument Sign – Andover Commons
Scope: Freestanding Monument Sign (1)
Recommendations: None
Action Taken: CONTINUED
Motion:
Second:
Vote: Yes 0
No 0
Abstain 0

Board Discussion:

- a. **High School Renovation Project – 1/8/25** Recommend that a member of the DRB be part of the Town Design Committee. Ken Feyl to reach out to Paul Matarazzo to understand what the process is for having a DRB Member on the HS Design Committee.
 - i. 2-12-25 Ken Feyl did not follow up with Paul Matarazzo prior to 2/12/25 DRB Meeting – to follow up before next meeting. Possibility of having more than one member on HS Design Committee.
 - ii. 3-12-25 Ken Feyl did not follow up with Paul Matarazzo prior to 4/9/25 DRB Meeting – to follow up before next meeting. Possibility of having more than one member on HS Design Committee.
 - iii. 6-11-25 – Ken Feyl nominated by Town Manager to be on Permanent Building Committee. Interview with Andrew, Paul, Austin from Town Managers Office on 6/10/25
- b. **Fence behind Old Town Hall**
 - i. Jonathan provided updated communication with Ann Ormond regarding the fence to hide the transformer and HVAC. Ann Ormond to present to DRB at a future meeting.
- c. **Member Terms Update**
 - i. Ken Feyl and Eric Daum have re-committed for another 3 year term.
 - ii. DRB has full committee board moving forward.
- d. **Lighting Ordinance Town Warrant Article**
 - i. Discussed possibility of proposing a warrant article to provide zoning guidance on colored and moving lighting in the GB districts

Meeting Minutes Review/Approval:

Motion: Ken Feyl made the motion to accept meeting minutes: 3/12/2025
Second: Kaitlin Vortherms
Vote: Yes 3
No 0
Abstain 2

Next Meeting: Wednesday, July 9, 2025

Meeting Adjourned: 7:00pm
Motion: Eric Daum motioned to adjourn
Second: Adam Knoll
Vote: Yes 5
No 0
Abstain 0