

Central Street Historic District Commission

**January 13, 2026, 7:00pm
Town Seal Conference Room,
Town Offices 3rd floor
36 Bartlet Street, Andover, MA 01810**

Call to Order

The meeting was called to order at 7:02 p.m. In attendance were Lisa Dore, Mark Rogers, Katherine Robinson, James Sousa, Barbara Mohrman, and Michael Hendrickson. Staff members included Austin Simko, Deputy Town Manager, Lisa Schwarz, Assistant Planning Director, Eric Tetreault, Building Inspector, and Doug Heim, Town Counsel.

Matthew Olsen and Veena Kothapalli were absent.

Introductions of Commissioners and Staff

Mr. Simko welcomed the commission members and noted the auspicious occasion of the Historic District Commission's first meeting.

All commission members in attendance introduced themselves. Staff provided introductions and described their relative roles: Mr. Simko would provide general support as the commission began its work; Ms. Schwarz would provide guidance as the design guidelines were drafted; and Mr. Tetreault would provide ongoing technical assistance in reference to applications.

Overview of the Massachusetts Open Meeting Law and the Public Records Law

Mr. Simko and Mr. Heim provided an in-depth overview of the commissioners' obligations regarding the Massachusetts Open Meeting Law and the Public Records Law. Topics included improper deliberation, notice requirements, likely conflicts of interest, and records retention practices.

Review Historic District Bylaw

The Commission reviewed the basic principles of M.G.L. Ch. 40C and how they apply to the Town's historic districts. The conversation then shifted to the Central Street Historic District in particular and the scope of the Commission's review, scope exemptions, application procedures, enforcement mechanisms, and appellate options.

Discuss Process for Creating Historic District Design Guidelines

The Commission previewed that its primary initial task is to write design guidelines. This work will define the Commission's next several months. The Commission will rely on design guideline principles drafted by the Central Street Study Committee in 2025. Ms. Schwarz agreed to provide the Commissioners with sample guidelines from other communities to further inform the drafting process.

Election of Commission Officers

The Commission discussed next steps, including the election of a chair, vice chair, and clerk. The Commission agreed to meet the first Monday of each month until further notice.

Adjourn

The meeting was adjourned at 8:41pm.