

**Minutes of the Zoning Board of Appeals  
March 5, 2008**

**Hearing: #08-01  
7:30pm  
Deliberations**

**Present:** David Perry – Chairman, Joseph Daigle, Terry Girouard, Cheryl Anderson, and Donna Brooks

1. David Perry convenes deliberations continuance.
    - a. Explains rules
    - b. Discussion on size and use
    - c. Discussion on setbacks
  2. David Perry entertains motion.
  3. Cheryl Anderson makes motion to deny Variance.  
Second – Donna Brooks
    - a. Discussion on motion
      1. Terry Girouard makes case to approve with conditions
      2. David Perry explains hurdles to Terry Girouard's plans
    - b. Appellant asks for clarification
      1. David Perry clarifies
  4. Appellant submits withdrawal "without prejudice" in writing to Board - #1 of 1; 1 page, on request for Variance on garage dated March 5, 2008.
  5. Cheryl Anderson withdraws motion.
  6. Donna Brooks makes motion to accept letter of withdrawal.  
Second – Cheryl Anderson  
Vote – Unanimous
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David Perry calls recess at 7:55pm.

Meeting resumes at 8:03pm.

1. David Perry opens discussion on 40B lottery agent.
2. Maureen O'Hagen – MCO services in Harvard  
Marcia Hopper – CDC Gardner
3. Ms. Hopper speaks first.
  - a. Describes their qualifications to be agent
  - b. Describes marketing
  - c. Submits paperwork, first #1 of 5 – 2 sheets, second #2 of 5 – 2 sheets, third #3 of 5 – 20 sheets

4. Cheryl Anderson asks for copies.
5. Ms. Hopper continues presentation.
  - d. Describes work involved to run lottery
  - e. Non-profit agency
6. Donna Brooks asks about fees.
  - a. State allowed fee – Up to 3% on sale price of unit up to 15<sup>th</sup> unit
  - b. 2 ½% on 16<sup>th</sup> and beyond
  - c. ½% set aside from fees to be used within service area
7. Donna Brooks asks about open meetings to facilitate lottery.
  - a. As many as needed?
  - b. Home buyer education classes
8.
  - a. Two bedrooms - \$135,000 – 1400 sq. ft. and 1 car garage
  - b. Three bedrooms - \$174,000 – 1664 sq. ft. and 2 car garage
  - c. 28 units in four stages over five years
9. David Perry explains profit sharing with Town and our desire as a Board to maximize the money amount returning to the Town.
10. Donna Brooks asks how many projects they have been involved with.
  - a. Answer – 11 small projects
11. Ms. Hopper submits “tasklist” #4 of 5 – sheets
12. 16% of 70% must be minority members, pool from Leominster, Fitchburg, Gardner area.
13. Donna Brooks asks time frame for final fee schedule.
  - a. Two weeks
  - b. To be sent to Eric for distribution
14. Ms. O’Hagen presents her background.
  - a. Asks who will be the monitoring agent
    1. Joseph Daigle remembers that the Board’s consultant had asked to be hired for the post.
  - b. Ms. O’Hagen advises that the Town not be their own monitoring agent
  - c. 2 ½% to 3% cost per unit
  - d. For profit company
  - e. Advertises locally and online
15. Discussion gravitates to housing market at the present time.
16. Ms. O’Hagen works to hold lottery before units are done – three to 6 months before.
17. Donna Brooks asks time frame for final proposal.
  - a. This week to Eric by e-mail
18. Ms. O’Hagen submits copy of contract - #5 of 5 – 2 sheets.

19. Discussion on requirements for hiring.
20. Terry Girouard makes motion to adjourn.  
Second – Donna Brooks  
Vote – Unanimous to adjourn at 9:30pm.

Respectfully submitted by Joseph Daigle, Clerk