

March 2014

Whiting Street: Patrick Gaughen recuses himself. Kevin Connelly brings up that there is a parcel next to Derby Brook with a 2 bedroom house on it that he believes the developer will give to the town. It needs work, but has new heating and a new roof. Overall the house is good. Mike Clancey, the Building Inspector went through the house and says it needs electrical, Title V (he thinks it is good), a water main connection and a few other things. Does the Trust want to go further? All agreed it sounded like a good opportunity. The Selectmen voted affirmative contingent on the Trust's thoughts. Gary Ludwig will contact Habitat for Humanity and invite them to our next meeting. Voted – a motion was made by Irma Lauter and seconded by Kevin Connelly to advise the Board of Selectmen that the Trust is interested in pursuing Whiting Street as an affordable unit for the town. A vote was taken and all were in favor; the motion passed. Tim White will get the plot plan for the property.

April 2014

Whiting Street: Tim White and Irma Lauter met with Susan Murphy, Ted Alexiades and Mike Clancy. Will put the article at Town Meeting called "Public Safety Lot". The article will allow the town to put affordable housing there. Mike Clancy thought it could be brought to saleable condition for \$30 to 50K. Assuming the vote passes then the trust will send out an RFP to do the work. If the property is transferred to the Trust then the Trust should start to cover Susan Murphy's fee starting April 1, 2014. Voted – a motion was made by Gary Ludwig and seconded by Susan Crowley to pay Susan Murphy. A vote was taken and all were in favor; the motion passed. Gary Ludwig spoke to Habitat for Humanity. It is more desirable for the town to rehab and sell than to go through Habitat. He asks the feasibility of putting another house on the land and discussion followed. Gary will ask Habitat to come to our next meeting. Nancy thought Yarmouth MA had done something like that and will investigate.

May 2014

Whiting Street: The article related to this piece of land passed at Town Meeting. Tim will check with Susan Murphy on where we stand now.

June 2014

Habitat for Humanity: Dick McGowen and Martine Taylor were there for Habitat. Martine went over Habitat and how they work with communities. Dick went over how they work with DHCD to make sure the properties fall under 40B. It was discussed how they would be able to work with the Trust – finding land for them to develop or a rehab project. They are open to anything. Briefly discussed Whiting Street. The Board thinks it is good fit. Whiting Street: Patrick Gaughen recuses himself. Tim talked to Susan Murphy to put together a Purchase and Sale agreement. She is in the process of doing that. The Trust sees it as a Habitat pairing but if that happens not sure if the property could make a profit.

July 2014

Whiting Street: Patrick Gaughen no longer needs to recuse himself. Tim is working with Susan Murphy to clear up a restrictive covenant and title work is being done. He hopes to hear back soon and then will move forward. Hopes to close by end of August and then it will go through the same process as the Beal's Cove unit. It will require substantial work to get ready for the sale. There was talk about Habitat's involvement, but the board is not sure. Talk about getting another unit on the land but might not be feasible.

August 2014

Approval from Judy Kelly in the amount of \$226.00 with regards to title work done for 302-304 Whiting Street: Voted – a motion was made by Kevin Connelly and seconded by Patrick Gaughen to approve the invoice. A vote was taken and all were in favor; the motion passed.

Whiting Street: Tim went over the closing documents. John Wooden has asked for time to vacate the building. It was decided to put off the closing for a month rather than rent the property back to him. Voted – a motion was made by Patrick Gaughen and seconded by Anita Comerford that Tim White is authorized to accept the deed for the 302 Whiting Street property from #02-304 Whiting Street Limited Partnership, to execute any and all documents reasonably necessary to complete the transaction, to pay any and all expenses (i.e. recording fees) required, and to take any other actions otherwise necessary. A vote was taken and all were in favor; the motion passed. Roger Fernandes will help with the RFP for the work to be done.

September 2014

Whiting Street: Tim hopes to close the end of the month.

Pete Vanderweil and Kevin Connelly will help with Whiting Street

October 2014

Whiting Street: Closed on the property. Kevin and Pete will reach out to Roger Fernandes. Anita will mention the project to MCO in terms of converting it to affordable. Roger will draft the RFP for the board.

December 2014

Voted – a motion was made by Anita Comerford and seconded by Aylene Calnan to approve payment of all Hingham Light bills for 302 Whiting Street that do not exceed \$25. A vote was taken and all were in favor; the motion passed.

Voted – a motion was made by Nancy Kerber and seconded by Patrick Gaughen to reimburse Kevin Connelly for the \$434.85 he paid to fill the oil tank at 302 Whiting Street. A vote was taken and all were in favor; the motion passed.

Whiting Street: Kevin has a call into Mike Clancy to talk about dividing the property. The insurance company has concerns on the building that need to be addressed.

January 2015

The Hingham Light bill for Whiting Street was very high. Question on Hot Water Energy Charge. Pete will follow up.

Whiting Street: Pete Vanderweil spoke to Emily Wentworth on adding a second unit to the property. She did not think it would be an issue to split the parcel.

Voted – a motion was made by Patrick Gaughen and seconded by Aylene Calnan to direct Kevin Connelly and Pete Vanderweil to move forward to do what needs to be done to create a second unit at Whiting Street. A vote was taken and all were in favor; the motion passed.

February 2015

Whiting Street: Kevin Connelly got a proposal for the work. He had some questions but thinks it is a fair price. He will follow up to clarify things.

March 2015

Whiting Street: Defer since Kevin Connelly and Pete Vanderweil are not in attendance.

Gap in meetings between March 2015 - February 2016

February 2016

Whiting Street: Tim White has spoken to Emily Wentworth about moving ahead with dividing the property into two parcels. She recommended reaching out to Bruce Chapman regarding the septic. Kevin Connelly has done that and has not heard back yet. Kevin Connelly will start the LIP application and will talk to Roger Fernandes about getting started on the 40B application. Tim would like to get the Whiting Street project moving forward.

March 2016

Treasurer's Report/Approval of Invoice: Anita went over the report. Not much new. She also had an accounting of 2015 for the Advisory Committee. Tomorrow she will be with New England Energy at the Whiting Street property for the energy audit. They agree that something is wrong. The bill was large again this month.

Voted – a motion was made by Kevin Connelly and seconded by Nancy Kerber to pay James Engineering \$1255 for work on Whiting Street. A vote was taken and all were in favor; the motion passed.

Whiting Street: Kevin is almost finished with the LIP application. DHCD (Department of Housing and Community Development) is excited about the project and that there could be a Habitat House on the property. The contractor, MCI is expected to begin work the beginning of May. There was a question on whether a building permit was needed but the Trust will get one just in case.

April 2016

Whiting Street: Pete has resigned the Board. Kevin was unable to attend. Anita went over the energy audit. Says 90% of the energy comes from the furnace. A replacement thermostat will fix the problem. The Board will get a copy of the (energy) audit to MCI.

May 2016

Whiting Street: Kevin has resigned from the Board. Tim spoke to Rodger (*sic*) (Fernandes) regarding construction and they are ready to start. Mike and Nancy will take over the project. They (*sic*) next step will be subdividing the land. Nancy and Mike will reach out to Kevin to get an update on where everything stands.

June 2016

Whiting Street: Mike MacDonald met with Kevin Connelly and got all the documents pertaining to Whiting Street. He is now finding where things really stand. MCI is waiting for the okay to move forward. Roger Fernandes said MCI had submitted a new proposal but the Board has not seen it. Voted – a motion was made by Mike MacDonald and seconded by Nancy Kerber to approve the MCI proposal in an amount of \$47,125.10 with a 10% added contingency if necessary. A vote was taken and all were in favor; the motion passed. Kevin Connelly also brought up a few other things – painting, landscaping and the Energy Audit findings. The Board talked about the septic. Mike MacDonald spoke to Gary James who said the house has a cesspool and tank that most likely would not pass. Gary's design show (*sic*) replacing the old system and adding a system for the new house. Tim White will look back and see what the status of the old system is. The next part of the process is with Habitat for Humanity. Tim White thinks we can

now go to a ZBA Hearing to begin the split process. He will call Sue Murphy and speak to Emily Wentworth and Roger Fernandes to see how to proceed. Mike MacDonald will get a clarification on the septic.

August 2016

Whiting Street: Mike MacDonald and Tim White met with Emily, Roger and Gary James. Mike said MCI came back with a final proposal of about \$88,000. The septic is good. The meeting was supposed to focus on subdividing the property but then talk came up regarding taking the house down and putting three structures on the land. The question was would it be better to create three units and let Habitat for Humanity build all three. Tim has reached out to Habitat to see what their interest is. The Board agrees this is a good idea. Tim will circle back with Roger and Habitat.

September 2016

Treasurer's Report/Approval of Invoice: Anita went over. She had to pay the Whiting Street insurance or they would cancel the policy. The Board needs to vote retroactively.

Voted – a motion was made by Al Chambers and seconded by Mike MacDonald to approve a bill for the insurance Whiting Street for \$3333.20. A vote was taken and all were in favor; the motion passed.

Whiting Street: Habitat for Humanity would be delighted to participate in putting 3 units on the property. Mike MacDonald will talk to Gary to begin getting it permitted.

October 2016

Whiting Street: Gary James attended the meeting. Mike went over the Whiting Street plan that includes three, three bedroom units. Gary has drafted plans that show potential units and he went over them. It showed three 2100 sq./ft. houses. Tim asks about concerns for fire and if the drive is too narrow- should not be. There will need to be some storm water improvements on the driveway so money will be spent there. The gravel on the lot might be sellable. If the Trust wants to do that they should strip the land before they turn it over to Habitat, but there would be costs which Gary will look in to (demolition and strip). There could be an expense for a common driveway – possibly \$37,000. Tim will check the CPC article to make sure the Trust can use the funds. Gary asks timetable – the Trust would like to move as quickly as possible but it might have to go before Town Meeting. In reality it would be spring construction anyway. Nancy suggests it might be better for Habitat to take on the demo project. Tim, Mike, Gary, Roger and Emily will get together next week.

November 2016

Whiting Street: Tim and Mike will be meeting on December 8th with Roger Fernandes, Gary James and Emily Wentworth to finalize the package for ZBA.

January 2017

Whiting Street: Tim was before CPC and they did not have one negative question. There was a surprise – they are going to bump the amount to \$118,000 from \$110,000. They asked to have the \$60,000 that was for renovating Whiting Street back since that is no longer part of the project. Tim met with Roger Fernandes, Emily Wentworth, Mike MacDonald and Gary James. The next thing that needs to be done is to put out an RFP for disposition of the property. Voted – a motion was made by Al Chambers and seconded by Nancy Kerber to authorize the Chairman

to retain a company to assist in drafting an RFP for the disposition of the Whiting Street property with a cost of up to \$10,000. A vote was taken and all were in favor; the motion passed.

February 2017

Whiting Street: Mike has been in touch with Noreen Brown from Habitat for Humanity. She gave him copies of some RFP's from Duxbury that will help us. Roger is in the process of putting together the RFP. Tim says the goal is to have the RFP ready by the next meeting and have it go out in March. Emily Wentworth and Roger Fernandes were concerned about the transfer of the property from the town and if there was reference to the actual building being used for affordable housing. Mike will follow up with Emily.

March 2017

Whiting Street: Tim gives an update. The RFP is in the process of being put together. He hopes that it will be further along at the next meeting. The question is asked on how the Trust wants to deal with the existing structure – does the Trust raze it or should it be put in the RFP? For now the RFP will have the bidder take care of it. Tim will have the Board review the RFP at the next meeting. The Trust will also get an estimate on taking down the house.

May 2017

Whiting Street: Tim hoped to have an RFP finished for a vote, but not quite yet. The Selectmen would like Town Counsel to take a look at it. He expects it will be final by the next meeting. Tom Mayo thought it would be a good idea to invite the neighbors in to a meeting soon. The Board wants to make sure it is in the RFP that the units will all be three bedroom.

June 2017

Whiting Street: Town Counsel just reviewed the RFP. Tim will forward it to everyone. He thought there were good, strong recommendations. Tim was inclined to go with their suggestions. One suggestion was who would pay for the infrastructure. Tim will follow up on how to include it in the RFP – commit to an amount or a plan. Anita suggests that the Trust budget for legal expenses thinking it may be about \$20,000.

July 2017

Whiting Street: There is now a revised RFP. Tim spoke to Tom Mayo and Emily Wentworth about dates. The goal is to have a vote at the September meeting on who to select. Voted – a motion was made by Al Chambers and seconded by Nancy Kerber to approve putting the RFP out to bid as drafted and amended. A vote was taken and all were in favor; the motion passed. Brittan asks about reaching out to the neighbors. All agree to have an August meeting and invite the abutters. Tim will talk to Emily. The RFP dates may have to change due to this.

August 2017

Whiting Street: Abutting neighbors were invited to attend the meeting. Tim gave an overview of the plans – three new affordable structures, three bedroom cottage style. The RFP targeted non-profits because of the desire for all units to be affordable. He went over the property and the conditions of the RFP: affordability in perpetuity; units to be counted in the Town's inventory; that the Town has right of first refusal on a resale. There are also guidelines that the design must fit into the current neighborhood.

Tim lets the abutters know that they are always welcome to contact the Trust with any questions or concerns.

Chair Tim White described the three houses that would be three-bedroom single family homes. In fact, Oct 2016.

September 2017

Whiting Street: There was one response to the RFP, Habitat for Humanity. Carol Costello was kind enough to put together an evaluation form. Trust members took time to evaluate the proposal individually. Before they did that, the Board agreed to skip to Beal Street for a few minutes since there was a resident there who wanted to speak to the Trust.

Whiting Street (Resumed): Tim collects the evaluation forms and the results are tallied. The proposal is clearly met with approval from the Trust. The next procedure is to vote and send notice to Habitat. Then there will be a negotiation procedure and everyone will come up with a schedule. Mike had a question on funding, which was discussed.

Voted – A motion was made by Mike MacDonald and seconded by Nancy Kerber - Will the Hingham Affordable Housing Trust (the “Trust”) designate South Shore Habitat for Humanity (the “Habitat”), 20 Mathewson Drive, Weymouth, MA 02189, as the Designated Developer of the property known as 302- 304 Whiting Street, Hingham, MA 02043, subject to certain conditions and terms outlined in the Whiting Street Property Request for Proposals (the “RFP”), due on September 13, 2017, and the Habitat Response to the RFP? A vote was taken and all were in favor; the motion passed.

October 2017

Whiting Street: Mike and Tim met with representatives from Habitat for Humanity and had an excellent initial meeting. Habitat has met with the Fire Department and the Health Department. One abutting property has a well that was not noted on the town map. A study needs to be done to determine if this will be an issue and result in the plan being changed from three homes to two. Habitat will be providing an initial Purchase and Sale Agreement which will be sent to town council for review.

November 2017

Whiting Street: Habitat for Humanity is attending. They are excited to be the recipient of the RFP and would like to share their plans on Whiting Street. Martine Taylor introduces her team – Gary James, Noreen Brown, Dick McGowen, Ron (Builder), Steve Marshall. Gary James shows the engineering plans. There will be three, three bedroom houses with three septic’s, all of which fit within buffers. They have met with the fire department and will place sprinklers in the houses to meet their requirements. The site is expected to be brought down three to four feet and test pits will be done. They are proposing the drive will be a subdivision road and remain a private way – part of an HOA. There will be some screening from Derby Brook. They were asked about the time table with the boards – a letter of support is needed from the Board of Selectmen for the LIP application. Once the state comes back then they go to zoning. Brittan asks if they foresee any challenges and there are none yet. Habitat is excited that this project will bring the total number of houses in Hingham to six. Tim goes back to the private way. He wants to make sure the property owners succeed and is concerned about repairs and maintenance. Noreen says a budget will be put in place with a reserve account that will be managed by Habitat but the owners would be the trustees.

January 2018

Whiting Street: Tim has a message into Maureen Brown from Habitat for Humanity to see if they need anything. A Purchase and Sale was signed and the hope is to close in May. Tim hopes to get an update on the timing of meetings. Once meetings are set up, he encourages Trust members to attend to show support.

There is a bill from Vertex Companies regarding 302 Whiting Street that is for survey, inspection and report in the amount of \$2030.00. Mike will check with Roger Fernandes to see what exactly the bill is for and will hold the bill for the next meeting.

February 2018

The Vertex bill was work to identify contaminants at Whiting Street and should be paid. Total of \$2030.00. Boyle, DeAscentis & Coughlin bill for \$100 regarding the Whiting Street P&S.

Whiting Street: Habitat for Humanity will go before the ZBA on March 20th. Tim will be in contact with them to see if they need anything.

March 2018

Whiting Street: the Selectmen's meeting has been postponed. Tim asks members to attend to support Habitat for Humanity.

April 2018

Whiting Street: Gary James presented a plan with two houses, which the Selectmen have seen but the Trust has not. Says there were two houses on the land originally and one was removed during the construction of Derby Brook. There are two plans that are possible – two or three units. The Board of Health has concerns with 3 units, but there are options. Gary mentions that the builder who built Derby Brook was supposed to level the whole lot but did not. The Fire Department would like sprinklers if there are three units. So far there are no other concerns from the Town. There is a well on an adjacent lot. All septic's will meet requirements for Title V but not for Hingham.

May 2018

Treasurer's Report/Approval of Invoice: Anita gives an overview. There will be no more light bills for Whiting Street as the meter has been removed.

Whiting Street: Tim noted that the Selectmen approved two units for the LIP Application and they are working to get the letter to go with the application.

June 2018

Anita Comerford and Tim added that the Advisory Committee was very supportive regarding the Whiting Street purchase and at the meeting it was asked if the home would be assessed at market or based on the reduced sales price. Based on affordable homeownership units currently in town, Kathleen noted that the assessed value reflects the reduced price based on the Assessor's Database.

Whiting Street: Tim updated the group that the Board of Selectmen have signed the off on the LIP Application. DHCD will be doing a site visit and the date is to be determined. Habitat for Humanity inquired as to the funding schedule for CPC. We are aware that they may be coming to the town for additional funds and the plan is to invite them back once the DHCD process is complete. Karen asks that the Trust keep the Board of Selectmen apprised as to how we feel about putting additional funds in the project.

July 2018

Whiting Street: the Selectmen have sent a letter to DHCD and then DHCD will schedule a site visit. Tim mentions a letter from Derby Brook residents. Items will be addressed in the permitting process.

August 2018

Whiting Street: Mike was unable to attend. Karen updates that the Board of Selectmen had to resubmit the application to DHCD, which was done about two weeks ago. Anita thinks the Trust should get someone to cut the grass at the property. HINGHAM AFFORDABLE HOUSING TRUST HINGHAM, MASSACHUSETTS OPEN SESSION MINUTES Voted – a motion was made by Brittan DuBose and seconded by Al Chambers to authorize up to \$1500 to maintain the yard at Whiting Street. A vote was taken and all were in favor. The motion passed. Kathleen mentions she has talked to Habitat and they are preparing their application for funding for next year.

September 2018

Whiting Street: Tim thinks Habitat may be getting close to a sign-off by DHCD so there should be some movement soon. Habitat will then be able to move forward to the Town. Karen mentions the Selectmen have received another letter from Derby Brook with more concerns. They will be able to voice their concerns during the permitting process. Karen will distribute the letter to the Trust.

October 2018

Whiting Street: Neither Tim or Mike have heard anything. The Board discussed that the Derby Brook concerns will be addressed during the permitting process.

November 2018

Whiting Street: Mike spoke with Noreen at Habitat and the application was ready for DHCD but they determined an neighborhood meeting would be a good idea. Mike will be following up with Habitat regarding when this meeting will take place. Karen added that the Board of Selectmen have sent a response to some of the issues noted in the Derby Brook residents' letters and noted that many of their concerns will be addressed by the zoning approval process.

December 2018

Whiting Street: Habitat scheduled a neighborhood meeting for January 9, 2019 at 6:30 at their offices in Weymouth. The Trust is welcome to attend but does not need to. Tim or Mike will touch base with Habitat after the meeting.

January 2019

Whiting Street: Habitat had their Neighborhood meeting. Derby Brook residents attended and had the same arguments as previously. Habitat will begin submitting applications February 1st. Noreen is positive on the outcome. She will let the Trust know when the meeting are.

February 2019

Whiting Street: Noreen from Habitat for Humanity says the next step will be to file applications with Town boards. They have not filed anything yet and Tim will follow up.

March 2019

Whiting Street: Tim spoke with Noreen at Habitat and they have done their test pits and the plans are being drawn up. The plans will be presented to the abutters and then the zoning process will begin.

April 2019

Whiting Street: Tim spoke to Noreen from Habitat for Humanity. Plans are done and they should be submitting them to the Zoning Board soon.

May 2019

Whiting Street: Tim spoke to Noreen from Habitat for Humanity. A draft was submitted to Zoning and Habitat has a meeting with Emily tomorrow. They hope to file soon.

June 2019

Whiting Street: Tim spoke to Emily. Habitat submitted a preliminary plan and should have a formal plan submitted soon.

Derby Brook residents have asked to park at the Whiting Street address while they get their drive paved. Tim will check to see if there are any insurance issues. If none then it is fine for them to use it.

August 2019

Whiting Street: Tim and Emily have both spoken to Noreen at Habitat for Humanity. They are waiting for final plans from their engineers and will be submitting them soon.

September 2019

Whiting Street: Still waiting for Habitat to file their plan. Anita will follow up with Habitat and then Emily.

October 2019

Whiting Street: Mike spoke to Noreen. Habitat's application is 97% there. It should be submitted any day.

No minutes posted for any meetings after October 2019