	A	B	C	D	E	F	G	H	I	J	K	L
1	**Property**	**Tasks**	**Responsible Party**	**Anticipated Completion Date (If Applicable)**	**Q1 22**	**Q2 22**	**Q3 22**	**Q4 22**	**Q1 23**	**Q2 23**	**Q3 23**	**Q4 23**
2												
3	**29-31 Rhodes Circle**											
4												
5	**1.**	**Remaining Interior work that need to be completed:**										
6												
7	**a.**	Basement Separation	Contractor	Complete	X							
8	**b.**	Dryer Vent	Contractor	Complete	X							
9	**c.**	Delivery of Appliances	Contractor	Complete	X							
10	**d.**	Oil Tank Removal	Contractor	Complete		X						
11	**e.**	New mailboxes	Staff			X						
12	**f.**	Completion of Washer drainage	Contractor	Complete		X						
13	**g.**	New boiler for #29	Contractor	complete				X				
14	**h.**	New Water Heater for #31	Contractor	complete				X				
15	**i.**	Install Insulation by Mass Save	Contractor	Complete				X				
16	**j.**	Patch/Paint wals at new Thermostats, replace Bathroom light at 31, install mailboxes	Contractor	Complete				X				
17	**k**	remove asbestos at garage	Contractor	Complete				X				
18												
19												
20	**2.**	**Remaining Exterior work that need to be completed:**										
21												
22	**a.**	Driveway Paving (Unit 31)	Pilgrim Paving	Complete		X						
23	**b.**	Landscaping	JLP Landscaping	Complete				X				
24	**c.**	Screening on Deck	Contractor	Complete		X						
25												
26	**3.**	**Ongoing Property Management:**	Staff	Ongoing		X						
27												
28	**4.**	**Legal Documents & Marketing Materials:**	Susan Murphy	July 29, 2022				X				
29												
30	**a.**	**Condominium Documents:**										
31	**i.**	Plan preparation for individual units / common spaces	Pat Brennan, Amory Engineering	Complete		X						
32	**ii.**	Legal Documents	Susan Murphy	Complete				X				
33												
34	**b.**	**LAU Application Prep and Submission to DHCD**					X					
35	**i.**	Regulatory Agreement and Deed Restriction	Susan Murphy/Eleanor M.	September 30, 2022			X					
36	**ii.**	Marketing Materials	Kristen Costa	October 31, 2022				X				
37	**iii.**	Lottery Materials	Kristen Costa	October 31, 2022				X				
38	**iv.**	Local Preference Justification	Kristen Costa	September 30, 2022			X					
39	**v.**	Select Board Approval and Submission DHCD	HAHT, Staff & Counsel	September 30, 2022			X					
40												
41		**LAU Application submitted to DHCD**	**HAHT Staff**	**LAU is with DHCD Legal Counsel per 1/10/23 email**					X			
42												
43	**c.**	**Transfer**		TBD					X			
44	**d.**	**Add new Unit to SHI**		TBD					X			
45												
46												

	A	B	C	D	E	F	G	H	I	J	K	L
47	**270 Central Street**											
48												
49	**1.**	**Reissue IFB for Rehab Work**	Staff / Procurement	November 30, 2022				X				
50	**2.**	**Update Scope**	Staff, Architect & Counsel	Complete		X						
51	**2.**	**Rehabilitation Project**	Town Contractor & Staff	TBD						X		
52	**3.**	**Bid Package from Architect**	Staff, Architect, Procurment & Counsel	Bid package is complete and has been issued on Project Dog and to the Central Register.				X				
53												
54												
55	**4.**	**Legal Documents & Marketing Materials:**								X		
56												
57	**a.**	**Preparation of Marketing and Lottery Materials:**										
58	**i.**	Solicit quotes from Lottery Agents	Staff	January 31, 2023					X			
59	**ii.**	Enter into contract with Lottery Agent to draft materials	Staff	January 31, 2023					X			
60												
61	**b.**	**LAU Application Prep and Submission to DHCD**										
62	**i.**	Regulatory Agreement and Deed Restriction	Staff, Lottery Agent, Counsel							X		
63	**ii.**	Marketing Materials	Lottery Agent							X		
64	**iii.**	Lottery Materials	Lottery Agent							X		
65	**iv.**	Local Preference Justification	Staff and Counsel							X		
66	**v.**	Select Board Approval and Submission DHCD	Staff and Counsel							X		
67												
68	**vi.**	**Marketing and Lottery**	**Staff**	**Quotes Received**				X				
69	**vii.**	**Approve Contractor**	**HAHT**	**January 25, 2023**					X			
70	**viii.**	**Construction to Start**	**Contractor**	**Feburary 2023**					X			
71	**ix.**	**Construction to be Complete**	**Contractor**	**August 2023 (approximately)**						X		
72												
73	**5.**	**Ongoing Property/Project Management:**	**Staff**	**Ongoing throughout const.**					X	X	X	
74												
75	**6.**	**Transfer**		TBD							X	
76	**7.**	**Add new Unit to SHI**		TBD							X	
77												
78												
79	**23 Ridgewood Crossing**											
80												
81	**1.**	**Acquisition Steps - Closing and Post Closing:**										
82												
83	**a.**	**Tansfer of property to Town**										
84	**i.**	Notarized 6D Certificate	Town	Complete (11/2021)								
85	**ii.**	Municipal Lien Certificate	Town	Complete (11/2021)								
86	**iii.**	Settlement Statement	Town	Complete (11/2021)								
87	**iv.**	Mortgage Discharge	Town	Complete (11/2021)								
88	**v.**	Unit Deed Acquired	Counsel	Complete (11/2021)								
89												
90	**2.**	**Scope & IFP for Rehabilitation Project**	Staff	Complete		X						
91												

	A	B	C	D	E	F	G	H	I	J	K	L
92	a.	**Work with internal and external professionals to prepare scope of work to return unit to original layout/condition per architectural plans**	Staff	Complete			X					
93	b.	**Utilize scope to craft IFB**	Town Staff	Complete			X					
94	i.	General Town IFB template available from Procurement Officer	Town Staff & Counsel	Gone out to bid. Walk through with pential bidders 11/16				X				
95	j	**Review Bids and Award Contract**		Complete				X				
96												
97	3.	**Ongoing Property/Project Management:**	Staff	Throughout construction					X	X	X	
98												
99	4.	**Rehabilitation Project**	Contractor	Awarded				X				
100	a.	**Preparation of Marketing and Lottery Materials**	**Lottery Agent**	**Quotes received**					X			
101	b.	**LAU Application Prep and Submission to DHCD**										
102	i.	**Regulatory Agreement and Deed Restriction**	**Staff / Counsel**	**March-23**					X			
103	ii.	**Marketing Materials**	**Lottery Agent**	**May-23**						X		
104	iii.	**Lottery Materials**	**Lottery Agent**	**May-23**						X		
105	iv.	**Local Preference Justification**	**Staff / Counsel**	**March-23**						X		
106	v.	**Select Board Approval and Submission to DHCD**	**Staff / Counsel**	**March-23**						X		
107		**Construction to be complete**		**August-23 (approximately)**						X		
108												
109	6.	**Transfer**		TBD								
110	7.	**Add new Unit to SHI**		TBD							X	
111												
112												
113												
114	**499 Cushing Street**											
115												
116		**Next Steps**										
117												
118	1.	Finalize Plans for Additional Unit										
119	a.	Engand Design Professionals (Cavanaro/Kearney)	Town/Staff									
120	b.	Neighborhood Meeting	Staff									
121	c.	Prepare LIP Application										
122	i.	Engage Marketing Lottery Agent										
123	ii.	Counsel to prepper legal documents										
124	d.	Select Board Approval and Submission to DHCD										
125	e.	Prepare Comprehensive Permit Application										
126	f.	Board of Appeals hearing process										
127	g.	Issue RFP to select developer										
128	h.	Market and Transfer existing dwelling to income-eligible household										
129												
130												
131	**What is Complete:**	Exterior Siding & Downspout										
132		Living Room, 1st floor bathroom - ceiling water repair	Town	Complete								
133		1st and 2nd Floor bathtub/faucet/tile repairs	Town	Complete								
134		1st and 2nd Floor sink/faucet and drain repairs	Town	Complete								

	A	B	C	D	E	F	G	H	I	J	K	L
135		Side door replacement	Town	Complete								
136		Side railing repairs	Town	Complete								
137		Basement pipe repair	Town	Complete								
138												
139	**4.**	**Ongoing Property Management:**	Staff	Ongoing								
140												
141												
142												
143												