	A	B	C	D	E	F	G	H	I	J	K	L
1	**Property**	**Tasks**	**Responsible Party**	**Anticipated Completion Date**	**Q1 22**	**Q2 22**	**Q3 22**	**Q4 22**	**Q1 23**	**Q2 23**	**Q3 23**	**Q4 23**
2				**(If Applicable)**								
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**	**Comments received, finalizing with Counsel and sending back to DHCD in Feb. Hope to finalized LAU March 15, 2023**					**X**			
42												
43	**c.**	**Transfer**		TBD					**X**			
44	**d.**	**Add new Unit to SHI**		TBD					**X**			
45												

	A	B	C	D	E	F	G	H	I	J	K	L
46												
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**	**Contracts signed**				**X**				
69	**vii.**	**Approve Contractor**	**HAHT**	**Complete**					**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**	**Complete**					**X**			
101	**b.**	**LAU Application Prep and Submission to DHCD**										
102	**i.**	**Modificaittion of Deed Restriction - already on the SHI**	**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.**	**Need to confirm if this is an option - Already on SHI**	**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								

	A	B	C	D	E	F	G	H	I	J	K	L
134		1st and 2nd Floor sink/faucet and drain repairs	Town	Complete								
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												