

	A	B	C	D	E	F	G	H	I	J	K
94		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				
95		b. Utilize scope to craft IFB	Town Staff	Complete			X				
96		i. General Town IFB template available from Procurement Officer	Town Staff & Counsel	Gone out to bid. Walk through with potential bidders 11/16				X			
97		j. Review Bids and Award Contract		Complete				X			
98											
99		3. Ongoing Property/Project Management:	Staff	Throughout construction					X	X	X
100											
101		4. Rehabilitation Project	Contractor	Awarded				X			
102		a. Preparation of Marketing and Lottery Materials	Lottery Agent	In progress						X	
103		i. Modification of Deed Restriction - already on the SHI	Staff / Counsel	June-23							X
104		ii. Marketing Materials	Lottery Agent	June-23							X
105		iii. Lottery Materials	Lottery Agent	Could be just a re-sale - going to do more research							X
106		iv. This is a re-sale - working with the Lottery agent now on next steps and how we are required to compute the re-sale price. It looks to be in the Deed Rider.	Staff / Counsel/Agent	June-23						X	
107		v. Already on the SHI	Staff / Counsel							X	
108		Construction to be complete		August-23 (approximately)						X	
109											
110		6. Transfer		Working to determine process now							
111											
112											
113											
114	499 Cushing Street										
115											
116		Next Steps									
117											
118		1. Finalize Plans for Additional Unit - with Trust approval, start looking at site options with engineer								X	
119		a. Engage 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 prepare 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							

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