

	A	B	C	D	E	F	G	H	I	J	K
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 &	In Progress							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	Complete - working with her now						X	
59		ii. Enter into contract with Lottery Agent to draft materials	Staff	Complete - working with her now					X		
60											
61		b. LAU Application Prep and Submission to DHCD	Staff and Counsel	Draft sent March 2023/Updates sent by staff in June and July							
62		i. Regulatory Agreement and Deed Restriction	Staff/Counsel	See above							X
63		ii. Marketing Materials	Lottery Agent	In Progress							X
64		iii. Lottery Materials	Lottery Agent								X
65		iv. Local Preference Justification	Staff and Counsel	n/a							
66		v. Select Board Approval and Submission DHCD	Staff and Counsel								X
67											
68		vi. Marketing and Lottery	Staff	Working with Agent now on timing							X
69		vii. Approve Contractor	HAHT	Complete					X		
70		viii. Construction in progress - on schedule	Contractor	In progress on Schedule					X		
71		ix. Construction to be Completed	Contractor	August 2023 (approximately)							X
72											
73		5. Ongoing Property/Project Management:	Staff	Ongoing throughout const.					X	X	X
74		6. Warrant Article Regarding Deed	Staff / Counsel	Approved at 2023 ATM - Complete						X	
75		7. New Deed Drafted	Staff / Counsel	In progress with Counsel							X
76		8. Transfer		TBD							
77		9. Add new Unit to SHI		TBD							
78											
79											
80											
81	23 Ridgewood Crossing										
82											
83		1. Acquisition Steps - Closing and Post Closing:									
84											
85		a. Transfer of property to Town									
86		i. Notarized 6D Certificate	Town	Complete (11/2021)							
87		ii. Municipal Lien Certificate	Town	Complete (11/2021)							
88		iii. Settlement Statement	Town	Complete (11/2021)							
89		iv. Mortgage Discharge	Town	Complete (11/2021)							
90		v. Unit Deed Acquired	Counsel	Complete (11/2021)							
91											
92		2. Scope & IFP for Rehabilitation Project	Staff	Complete		X					

	A	B	C	D	E	F	G	H	I	J	K
93											
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 pential 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. Modificaittion of Deed Restriction - already on the SHI	Staff / Counsel	September-23							X
104		ii. Marketing Materials	Lottery Agent	September-23							X
105		iii. Lottery Materials	Lottery Agent	Will be a re-sale - determining price now with the State							X
106		Construction to be complete		August-23 (approximately)						X	
107											
108		6. Transfer		Working to determine process now							
109											
110											
111											
112	499 Cushing Street										
113											
114		Next Steps									
115											
116		1. Finalize Plans for Additional Unit - with Trust approval, start looking at site options with engineer								X	
117		a. Engand Design Professionals (Cavanaro/Kearney)	Town/Staff								
118		b. Neighborhood Meeting	Staff								
119		c. Prepare LIP Application									
120		i. Engage Marketing Lottery Agent									
121		ii. Counsel to prepper legal documents									
122		d. Select Board Approval and Submission to DHCD									
123		e. Prepare Comprehensive Permit Application									
124		f. Board of Appeals hearing process									
125		g. Issue RFP to select developer									
126		h. Market and Transfer existing dwelling to income-eligible household									
127											
128											
129	What is Complete:	Exterior Siding & Downspout									
130		Living Room, 1st floor bathroom - ceiling water repair	Town	Complete							
131		1st and 2nd Floor bathtub/faucet/tile repairs	Town	Complete							
132		1st and 2nd Floor sink/faucet and drain repairs	Town	Complete							
133		Side door replacement	Town	Complete							
134		Side railing repairs	Town	Complete							

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