	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 2**	**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 - Damage due to moisture**	**X**						**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 - Repair needed	Contractor	Complete		X					X	
25												
26	**3.**	**Ongoing Property Management:**	Staff	Ongoing								
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	Complete		**X**						
32	**ii.**	Legal Documents	Susan Murphy	Complete				**X**				
33												
34	**b.**	**LAU Application Prep and Submission to EOHLC**					**X**					
35	**i.**	Regulatory Agreement and Deed Restriction	Susan Murphy/El	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 EOHLC	HAHT, Staff &	September 30, 2022			**X**					
40												
41		**LAU approved by EOHLC Legal Counsel - LAU to be signed this week and submitted back the EOHLC**	**HAHT Staff**	**April 30, 2023**						**X**		
42		**Lottery**	**Lottery Agent**	**Within 60 days of notice to agent**							**X**	
43		**Transfer**		**Q4 - 23**							**X**	
44		**Add new Units to SHI**		**Q4 - 23**							**X**	
45		**Identified Reparis Underway**		**Q4 - 23**							**X**	
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 / Procureme	November 30, 2022				X				
50	**2.**	**Update Scope**	Staff, Architect & Counsel	Complete		X						
51	**2.**	**Rehabilitation Project**	Town	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 EOHLC**	**Staff and Counse**	**Complete and submitted to EOHLC**							X	
62	**i.**	**Regulatory Agreement and Deed Restriction**	**Staff/Counsel**	**See above**							X	
63	**ii.**	**Marketing Materials**	**Lottery Agent**	**Complete - In LAU Package**							X	
64	**iii.**	Lottery Materials	Lottery Agent								X	
65	**iv.**	Local Preference Justification	Staff and Counse	**n/a**								
66	**v.**	Select Board Approval and Submission EOHLC	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**	**At Punch list and repair stage**							X	
71	**ix.**	**Construction to be Completed**	**Contractor**	**Walk through on 9/15/23**							X	
72												
73	**5.**	**Ongoing Property/Project Management:**	**Staff**	**Ongoing throughout const.**					X	X	X	
74	**6.**	**Warrant Article Regarding Deed**	**Staff / Counsel**	**Appoved at 2023 ATM - Complete**						X		
75	**7.**	**New Deed Drafted**	**Staff / Counsel**	**Complete**							X	
76	**8.**	**Transfer**		TBD								X
77	**9.**	**Add new Unit to SHI**		TBD								X
78												
79												
80												
81	**23 Ridgewood Crossing**											
82												
83	**1.**	**Acquisition Steps - Closing and Post Closing:**										
84												
85	**a.**	**Tansfer 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						
93												

	A	B	C	D	E	F	G	H	I	J	K	L
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 & Cou	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/punch list**					X	X	X	
100												
101	4.	**Rehabilitation Project**	**Contractor**	**Complete**							X	
102	i.	**Modificaittion of Deed Restriction - already on the SHI**	**Staff / Counsel**	**September-23**							X	
103	5.	**Marketing Materials**	**Lottery Agent**	**Complete**							X	
104	i.	**Lottery Materials**	**Lottery Agent**	**Lottery Agent**							X	
105	ii.	**Lottery**	**Lottery Agent**	**Lottery Agent**							X	
106	6.	**Construction to be complete**		**Complete**						X		
107		**Punch List Items**		**Compiling for Completion**							X	
108												
109	6.	**Transfer**		**P & S to be prepared by Counsel**								X
110				**Updated Deed to be prepared by Counsel**								X
111												
112												
113	**499 Cushing Street**											
114												
115		**Next Steps**										
116												
117	1.	**Finalize Plans for Additional Unit - with Trust approval, start looking at site options with engineer**										
118	a.	Engand Design Professionals (Cavanaro/Kearney)	Town/Staff									
119	b.	Neighborhood Meeting	Staff									
120	c.	Prepare LIP Application										
121	i.	Engage Marketing Lottery Agent										
122	ii.	Counsel to prepper legal documents										
123	d.	Select Board Approval and Submission to EOHLC										
124	e.	Prepare Comprehensive Permit Application										
125	f.	Board of Appeals hearing process										
126	g.	Issue RFP to select developer										
127	h.	Market and Transfer existing dwelling to income-eligible household										
128												
129												
130	**What is Complete:**	Exterior Siding & Downspout										
131		Living Room, 1st floor bathroom - ceiling water repair	Town	Complete								
132		1st and 2nd Floor bathtub/faucet/tile repairs	Town	Complete								
133		1st and 2nd Floor sink/faucet and drain repairs	Town	Complete								
134		Side door replacement	Town	Complete								
135		Side railing repairs	Town	Complete								

	A	B	C	D	E	F	G	H	I	J	K	L
136		Basement pipe repair	Town	Complete								
137												
138	**4.**	**Ongoing Property Management:**	Staff	Ongoing								
139												
140		**Tenant has given notice and will be moving out 10/1 unless there is an issue with closing on his new home**										
141												
142	**Tax Title Properties**											
143												
144	**Andrews Isle**	**Record Review is complete**										
145		**Property Corners have been staked**										
146		**Flagging of wetlands and test pits to happen within in the next two weeks.**										
147												
148	**211 Hobart Street**	**Surveyor is working on the Hobart Street Stake Out**										
149		**Test holse within the next two weeks**										
150												
151												
152												
153												
154												
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