	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 Engineering	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/Eleanor	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 & Counsel	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 - Closings scheduled 11/15/23**								**X**
44		**Identified Reparis Complete**		**Complete - Final Inspection 10/25/23**								**X**
45		**Add new Units to SHI**		**Q4 - 23**								**X**

	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 &	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	**4.**	**Legal Documents & Marketing Materials:**								X		
55												
56	**a.**	**Preparation of Marketing and Lottery Materials:**										
57	**i.**	**Solicit quotes from Lottery Agents**	**Staff**	**Complete - working with her now**						X		
58	**ii.**	**Enter into contract with Lottery Agent to draft materials**	**Staff**	**Complete - working with her now**					X			
59												
60	**b.**	**LAU Application Prep and Submission to EOHLC**	**Staff and Counsel**	**Complete and submitted to EOHLC**							X	
61	**i.**	**Regulatory Agreement and Deed Restriction**	**Staff/Counsel**	**See above**							X	
62	**ii.**	**Marketing Materials**	**Lottery Agent**	**Complete - In LAU Package**							X	
63	**iii.**	**Lottery Materials**	**Lottery Agent**	**Complete**							X	
64	**iv.**	Local Preference Justification	Staff and Counsel	**n/a**								
65	**v.**	**Select Board Approval and Submission EOHLC**	**Staff and Counsel**	**Complete**								X
66	**vii.**	**Approve Contractor**	**HAHT**	**Complete**					X			
67	**viii.**	**Construction in progress - on schedule**	**Contractor**	**At Punch list and repair stage**							X	
68	**ix.**	**Construction to be Completed**	**Contractor**	**Walk through on 9/15/23**							X	
69												
70	**5.**	**Ongoing Property/Project Management:**	**Staff**	**Ongoing throughout const.**					X	X	X	X
71	**6.**	**Warrant Article Regarding Deed**	**Staff / Counsel**	**Appoved at 2023 ATM - Complete**						X		
72	**7.**	**New Deed Drafted**	**Staff / Counsel**	**Complete**							X	
73	**8.**	**Marketing and Lottery**	**Staff**	**Ready to go - waiting on State approval**								X
74	**9.**	**Transfer**		**TBD**								X
75	**10.**	**Add new Unit to SHI**		**TBD**								X
76												
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	Complete				X				
95	j	Review Bids and Award Contract		Complete				X				
96												
97	3.	Ongoing Property/Project Management:	Staff	Throughout construction/punch list					X	X	X	X
98												
99	4.	Rehabilitation Project	Contractor	Complete							X	
100	i.	Modificaittion of Deed Restriction - already on the SHI	Staff / Counsel	Complete							X	
101	5.	Lottery and Marketing Materials	Lottery Agent	Complete							X	
102	ii.	Lottery	Lottery Agent	Complete							X	
103	6.	Punch List Items identified by Staff	Staff	Ongoing								X
104	7.	Reviewing Potential Buyer's Inspection and Requests	Staff and Contractor	Ongoing								X
105	8.	Transfer		P & S to be prepared by Counsel								X
106												
107												
108												
109	499 Cushing Street											
110												
111		Next Steps										
112												
113	1.	Finalize Plans for Additional Unit - with Trust approval, start looking at site options with engineer										
114	a.	Engand Design Professionals (Cavanaro/Kearney)	Town/Staff									
115	b.	Neighborhood Meeting	Staff									
116	c.	Prepare LIP Application										
117	i.	Engage Marketing Lottery Agent										
118	ii.	Counsel to prepare legal documents										
119	d.	Select Board Approval and Submission to EOHLC										
120	e.	Prepare Comprehensive Permit Application										
121	f.	Board of Appeals hearing process										
122	g.	Issue RFP to select developer										
123	h.	Market and Transfer existing dwelling to income-eligible household										
124												
125												
126	What is Complete:	Exterior Siding & Downspout										
127		Living Room, 1st floor bathroom - ceiling water repair	Town	Complete								
128		1st and 2nd Floor bathtub/faucet/tile repairs	Town	Complete								
129		1st and 2nd Floor sink/faucet and drain repairs	Town	Complete								
130		Side door replacement	Town	Complete								
131		Side railing repairs	Town	Complete								
132		Basement pipe repair	Town	Complete								
133												

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134	4.	Ongoing Property Management:	Staff	Ongoing								
135												
136		Tenant has given notice and will be moving out 10/1 unless there is an issue with closing on his new home										
137	5.	Review Existing Plans with Merrill Eng.	Will Schedule									X
138	6.	Conduct Professional Property Inspection	Will Schedule									X
139	7.	Draft Proposed Development Concepts	In Progress									X
140												
141												
142	Tax Title Properties											
143												
144	Andrews Isle	Record Review is complete	In Progress									
145		Property Corners have been staked										
146		Flagging of wetlands and test pits to happen within in the next two weeks - waiting on paper reports										
147												
148	211 Hobart Street	Surveyor is working on the Hobart Street Stake Out	In Progress									
149		Test holes Complete - waiting on paper reports										
150												
151												
152												
153												
154												