	B	C	D	E	F	G	H	I	J	K	L
1	**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											
4											
5	**Remaining Interior work that need to be completed:**										
6											
7	Basement Separation	Contractor	Complete - Damage due to moisture	X						X	
8	Dryer Vent	Contractor	Complete	**X**							
9	Delivery of Appliances	Contractor	Complete	**X**							
10	Oil Tank Removal	Contractor	Complete		**X**						
11	New mailboxes	Staff			**X**						
12	Completion of Washer drainage	Contractor	Complete		**X**						
13	New boiler for #29	Contractor	complete				**X**				
14	New Water Heater for #31	Contractor	complete				**X**				
15	Install Insulation by Mass Save	Contractor	Complete				**X**				
16	Patch/Paint wals at new Thermostats, replace Bathroom light at 31, install mailboxes	Contractor	Complete				**X**				
17	remove asbestos at garage	Contractor	Complete				**X**				
18											
19											
20	**Remaining Exterior work that need to be completed:**										
21											
22	Driveway Paving (Unit 31)	Pilgrim Paving	Complete		**X**						
23	Landscaping	JLP Landscaping	Complete				**X**				
24	Screening on Deck - Repair needed	Contractor	Complete		X					X	
25											
26	**Ongoing Property Management:**	Staff	Ongoing								
27											
28	**Legal Documents & Marketing Materials:**	Susan Murphy	July 29, 2022				**X**				
29											
30	**Condominium Documents:**										
31	Plan preparation for individual units / common spaces	Pat Brennan, Amory	Complete		**X**						
32	Legal Documents	Susan Murphy	Complete				**X**				
33											
34	**LAU Application Prep and Submission to EOHLC**					**X**					
35	Regulatory Agreement and Deed Restriction	Susan Murphy/Ele	September 30, 2022			**X**					
36	Marketing Materials	Kristen Costa	October 31, 2022				**X**				
37	Lottery Materials	Kristen Costa	October 31, 2022				**X**				
38	Local Preference Justification	Kristen Costa	September 30, 2022			**X**					
39	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 - Closings scheduled 11/22/23 - 31 Only**								**X**
44	**Identified Reparis Complete**		**Complete - Final Inspection 10/25/23**								**X**
45	**Add new Units to SHI**		**Q4 - 23**								**X**

	B	C	D	E	F	G	H	I	J	K	L
46											
47											
48											
49	**Reissue IFB for Rehab Work**	Staff / Procureme	November 30, 2022				X				
50	**Update Scope**	Staff, Architect & Counsel	Complete		X						
51	**Rehabilitation Project**	Town Contractor	In Progress							X	
52	**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	**Legal Documents & Marketing Materials:**								X		
55											
56	**Preparation of Marketing and Lottery Materials:**										
57	**Solicit quotes from Lottery Agents**	**Staff**	**Complete - working with her now**						X		
58	**Enter into contract with Lottery Agent to draft materials**	**Staff**	**Complete - working with her now**					X			
59											
60	**LAU Application Prep and Submission to EOHLC**	**Staff and Counsel**	**Complete and submitted to EOHLC**							X	
61	**Regulatory Agreement and Deed Restriction**	**Staff/Counsel**	**See above**							X	
62	**Marketing Materials**	**Lottery Agent**	**Complete - In LAU Package**							X	
63	**Lottery Materials**	**Lottery Agent**	**Complete**							X	
64	Local Preference Justification	Staff and Counse	**n/a**								
65	**Select Board Approval and Submission EOHLC**	**Staff and Counsel**	**Complete**								X
66	**Approve Contractor**	**HAHT**	**Complete**					X			
67	**Construction in progress - on schedule**	**Contractor**	**Construction Punch List Complete - Now onto our Punch List**							X	
68	**Construction to be Completed**	**Contractor**	**Certificate of Occupancy Issued**							X	
69											
70	**Ongoing Property/Project Management:**	**Staff**	**Ongoing throughout const.**					X	X	X	X
71	**Warrant Article Regarding Deed**	**Staff / Counsel**	**Appoved at 2023 ATM - Complete**						X		
72	**New Deed Drafted**	**Staff / Counsel**	**Complete**							X	
73	**Marketing and Lottery**	**Staff**	**Go ahead given yesterday from the State**								X
74	**Transfer**		**TBD**								X
75	**Add new Unit to SHI**		**TBD**								X
76											
77											
78											
79											
80											
81	**Acquisition Steps - Closing and Post Closing:**										
82											
83	**Tansfer of property to Town**										
84	**Notarized 6D Certificate**	**Town**	**Complete (11/2021)**								
85	**Municipal Lien Certificate**	**Town**	**Complete (11/2021)**								
86	**Settlement Statement**	**Town**	**Complete (11/2021)**								
87	**Mortgage Discharge**	**Town**	**Complete (11/2021)**								
88	**Unit Deed Acquired**	**Counsel**	**Complete (11/2021)**								
89											
90	**Scope & IFP for Rehabilitation Project**	**Staff**	**Complete**		X						
91											

	B	C	D	E	F	G	H	I	J	K	L
92	**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	**Utilize scope to craft IFB**	**Town Staff**	**Complete**			X					
94	**General Town IFB template available from Procurement Officer**	**Town Staff & Coun**	**Complete**				X				
95	**Review Bids and Award Contract**		**Complete**				X				
96											
97	**Ongoing Property/Project Management:**	**Staff**	**Throughout construction/punch list**					X	X	X	X
98											
99	**Rehabilitation Project**	**Contractor**	**Complete**							X	
100	**Modificaittion of Deed Restriction - already on the SHI**	**Staff / Counsel**	**Complete**							X	
101	**Lottery and Marketing Materials**	**Lottery Agent**	**Complete**							X	
102	**Lottery**	**Lottery Agent**	**Complete**							X	
103	**Punch List Items identified by Staff**	**Staff**	**Almost Complete - Garage Door and Tub outstanding**								X
104	**Reviewing Potential Buyer's Inspection and Requests**	**Staff and Contrac**	**Ongoing**								X
105	**Transfer**		**P & S Signed - Closing in December**								X
106											
107											
108											
109											
110											
111	**Next Steps**										
112											
113	**Finalize Plans for Additional Unit - with Trust approval, start looking at site options with engineer**										
114	Engand Design Professionals (Cavanaro/Kearney)	Town/Staff									
115	Neighborhood Meeting	Staff									
116	Prepare LIP Application										
117	Engage Marketing Lottery Agent										
118	Counsel to prepare legal documents										
119	Select Board Approval and Submission to EOHLC										
120	Prepare Comprehensive Permit Application										
121	Board of Appeals hearing process										
122	Issue RFP to select developer										
123	Market and Transfer existing dwelling to income-eligible household										
124											
125											
126	**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											

	B	C	D	E	F	G	H	I	J	K	L
134	**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	Review Existing Plans with Merrill Eng.	Will Schedule									X
138	Conduct Professional Property Inspection	Complete	Please review List Donna compiled								X
139	Draft Proposed Development Concepts	In Progress									X
140											
141											
142											
143											
144	Record Review is complete	In Progress	Not worth Proceeding with now								
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	Surveyor is working on the Hobart Street Stake Out	In Progress	Have Report - need to step back for a bit, but								
149	Test holes Complete - waiting on paper reports		worth continuing to pursue								
150											
151											
152											