

	A	B	C	D	K	L	M	N	O	P
1	Property	Tasks	Responsible Party	Anticipated Completion Date (If Applicable)	Q3 23	Q4 23	Q1 24	Q2 24	Q3 24	Q4 24
2										
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						
14	h.	New Water Heater for #31	Contractor	complete						
15	i.	Install Insulation by Mass Save	Contractor	Complete						
16	j.	Patch/Paint wals at new Thermostats, replace Bathroom light at 31, install mailboxes	Contractor	Complete						
17	k	remove asbestos at garage	Contractor	Complete						
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						
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						
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						
33										
34	3.	LAU Application Prep and Submission to EOHLC								
35	i.	Regulatory Agreement and Deed Restriction	Susan Murphy/El	September 30, 2022						
36	ii.	Marketing Materials	Kristen Costa	October 31, 2022						
37	iii.	Lottery Materials	Kristen Costa	October 31, 2022						
38	iv.	Local Preference Justification	Kristen Costa	September 30, 2022						
39	v.	Select Board Approval and Submission EOHLC	HAHT, Staff &	September 30, 2022						
40										
41	4.	LAU approved by EOHLC Legal Counsel - LAU to be signed this week and submitted back the EOHLC	HAHT Staff	April 30, 2023						
42		Lottery	Lottery Agent	Within 60 days of notice to agent	X					
43		Transfer		31 Transferred - 29 in process		X	X			
44		Identified Repairs to Complete		Additional repairs needed on 29		X				
45		Add new Units to SHI		Q4 - 23 and Q1 - 24		X				

	A	B	C	D	K	L	M	N	O	P
90		2. Scope & IFP for Rehabilitation Project	Staff	Complete	X					
91										
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						
93		b. Utilize scope to craft IFB	Town Staff	Complete						
94		i. General Town IFB template available from Procurement Officer	Town Staff & Cou	Complete						
95		j. Review Bids and Award Contract		Complete						
96										
97		3. Ongoing Property/Project Management:	Staff	Throughout construction/punch list	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	Complete		X				
104		7. Reviewing Potential Buyer's Inspection and Requests	Staff and Contract	Complete		X				
105		8. Transfer		P & S Signed - Closing in December		X				
106				Closing in late December / Early January		X	X			
107										
108										
109	499 Cushing Street									
110										
111		Next Steps								
112										
113		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 EOHL								
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	Ongoing Maintenance:	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						

