

	A	B	C	D	E	F	G	H
1	Property	Tasks	Responsible Party	Anticipated Completion Date (If Applicable)	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				
8	b.	Dryer Vent	Contractor	Complete				
9	c.	Delivery of Appliances	Contractor	Complete				
10	d.	Oil Tank Removal	Contractor	Complete				
11	e.	New mailboxes	Staff					
12	f.	Completion of Washer drainage	Contractor	Complete				
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				
23	b.	Landscaping	JLP Landscaping	Complete				
24	c.	Screening on Deck - Repair needed	Contractor	Complete				
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 Engineering	Complete				
32	ii.	Legal Documents	Susan Murphy	Complete				
33								
34	3.	LAU Application Prep and Submission to EOHL						
35	i.	Regulatory Agreement and Deed Restriction	Susan Murphy/El	Complete				
36	ii.	Marketing Materials	Kristen Costa	Complete				
37	iii.	Lottery Materials	Kristen Costa	Complete				
38	iv.	Local Preference Justification	Kristen Costa	Complete				
39	v.	Select Board Approval and Submission EOHL	HAHT, Staff & Counsel	Complete				
40								
41	4.	LAU approved by EOHL Legal Counsel - LAU to be signed this week and submitted back the EOHL	HAHT Staff	April 30, 2023				
42		Lottery	Lottery Agent	Within 60 days of notice to agent				
43		Transfer		31 Transferred - 29 in process	X			

	A	B	C	D	E	F	G	H
44		Identified Repairs to Complete		Complete				
45		Add new Units to SHI		Q4 - 23 and Q1 - 24				
46								
47	270 Central Street							
48								
49		1. Reissue IFB for Rehab Work	Staff / Procurement	November 30, 2022				
50		2. Update Scope	Staff, Architect & Counsel	Complete				
51		2. Rehabilitation Project	Town Contractor & Staff	In Progress				
52		3. Bid Package from Architect	Staff, Architect, Procurement & Counsel	Bid package is complete and has been issued on Project Dog and to the Central Register.				
53								
54		4. Legal Documents & Marketing Materials:						
55								
56		a. Preparation of Marketing and Lottery Materials:						
57		i. Solicit quotes from Lottery Agents	Staff	Complete - working with her now				
58		ii. Enter into contract with Lottery Agent to draft materials	Staff	Complete - working with her now				
59								
60		b. LAU Application Prep and Submission to EOHLC	Staff and Counsel	Complete and submitted to EOHLC				
61		i. Regulatory Agreement and Deed Restriction	Staff/Counsel	Complete				
62		ii. Marketing Materials	Lottery Agent	Complete - In LAU Package				
63		iii. Lottery Materials	Lottery Agent	Complete				
64		iv. Local Preference Justification	Staff and Counsel	n/a				
65		v. Select Board Approval and Submission EOHLC	Staff and Counsel	Complete				
66		vii. Approve Contractor	HAHT	Complete				
67		viii. Construction in progress - on schedule	Contractor	Complete				
68		ix. Construction to be Completed	Contractor	Certificate of Occupancy Issued				
69								
70		5. Ongoing Property/Project Management:	Staff	Ongoing throughout const.				
71		6. Warrant Article Regarding Deed	Staff / Counsel	Approved at 2023 ATM - Complete				
72		7. New Deed Drafted	Staff / Counsel	Complete				
73		8. Marketing and Lottery	Staff	In Process				
74		9. Transfer		TBD	X			
75		10. Add new Unit to SHI		TBD	X			
76								
77								
78								
79	499 Cushing Street							
80								
81		Next Steps						
82								
83		Finalize Plans for Additional Unit - with Trust approval, start looking at site options with engineer						
84		a. Engage Design Professionals (Cavanaro/Kearney)	Town/Staff					
85		b. Neighborhood Meeting	Staff					

	A	B	C	D	E	F	G	H
86		c. Prepare LIP Application						
87		i. Engage Marketing Lottery Agent						
88		ii. Counsel to prepare legal documents						
89		d. Select Board Approval and Submission to EOHLIC						
90		e. Prepare Comprehensive Permit Application						
91		f. Board of Appeals hearing process						
92		g. Issue RFP to select developer						
93		h. Market and Transfer existing dwelling to income-eligible household						
94								
95								
96	Ongoing Maintenance:	Exterior Siding & Downspout		Needs to be updated				
97		Living Room, 1st floor bathroom - ceiling water repair	Town	Complete				
98		1st and 2nd Floor bathtub/faucet/tile repairs	Town	Complete				
99		1st and 2nd Floor sink/faucet and drain repairs	Town	Complete				
100		Side door replacement	Town	Complete				
101		Side railing repairs	Town	Complete				
102		Basement pipe repair	Town	Complete				
103								
104		4. Ongoing Property Management:	Staff	Ongoing				
105								
106		Tenant has moved out - House secured						
107		5. Review Existing Plans with Merrill Eng.	Will Schedule					
108		6. Conduct Professional Property Inspection	Complete					
109		7. Draft Proposed Development Concepts	In Progress					
110								
111								
112	Tax Title Properties							
113								
114	Andrews Isle	Record Review is complete	Complete	Not worth Proceeding with now				
115		Property Corners have been staked						
116		the next two weeks - waiting on paper reports						
117								
118	211 Hobart Street	Surveyor is working on the Hobart Street Stake Out	In Progress	Warrant Article Submitted to Select Board for consideration for ATM 2024				
119		Test holes Complete - waiting on paper reports						
120								
121								
122	18K Beals Cove							
123								
124		1. Acquisition Steps - Closing and Post Closing:		Complete	X			
125		2. Rehabilitation Project:						
126		Prepare Scope		In progress	X			
127		Price Out			X			
128		Approval from the Trust			X			
129								
130		3. LAU Application Prep and Submission to EOHLIC	Staff and Counsel		X			
131		Regulatory Agreement and Deed Restriction	Staff/Counsel	In progress	X			
132		Marketing Materials	Lottery Agent	Proposal Received	X			

