

MEMORANDUM

DATE: August 6, 2025

TO: Town Council
THROUGH: Robert Burns, Town Manager
FROM: Steve Puleo, Planning Director
Cc: Barry Tibbetts, Project Manager
Amanda Lessard, Senior Planner / Project Manager
Mark Arienti, Town Engineer
Brian Morin, Public Works Director
Majestic Woods Homeowners Association (HOA)

RE: Public Acceptance of Streets – Revolution Drive, Majestic Woods Phase III
Town Council Meeting: August 12, 2025

The Majestic Woods Homeowners Association, through its President Chandler Todd, is offering Revolution Drive, a 1,930-foot road off Swett Road serving the 22-lot Majestic Woods Phase III subdivision, for public acceptance. The submission meets the requirements of [§120-911M\(6\)](#) of Windham's Subdivision Ordinance, including as-built plans, an offer of cession, a warranty deed for the right-of-way, an access easement for potential future extensions and a public easement over the open space. Staff review confirms the application is complete. All stormwater infrastructure outside the right-of-way, such as soil filter basins, culverts, and swales, will remain the responsibility of the HOA. The HOA must warranty all public improvements for one year from the date of acceptance and provide a maintenance guarantee equal to 10% of total construction costs to ensure the durability of roadways, curbing, sidewalks, utilities, drainage, lighting, and landscaping within the right-of-way, as determined by the Public Works Director or Town Engineer per [§120-911M\(6\)\(e\)\[2\]](#).

The Town Attorney has not yet reviewed the cession letter or draft warranty deed for the Revolution Drive ROW and its future extension. If the Council accepts the street tonight, staff requests the Attorney complete his review and authorize the Town Manager to execute the documents to finalize the conveyance.

Attachments:

- Subdivision Location Map
- Signed and Recorded Majestic Woods Phase III Subdivision Plan
- Majestic Woods Phase III Subdivision Approval Letter
- Declaration of Homeowner Association
- Town Engineer Inspection Report
- DEP Site Law Permit
- Letter of Cession from Majestic Woods Phase III HOA
- Recorded Deeds of Revolution Drive, and HOA Open Space
- Open Space Public Easement
- Draft Unrecorded Warranty Deed for Revolution Drive the future ROW
- As-Built Plans – Majestic Woods Phase III
- Draft Maintenance Guarantee Agreement with HOA