

TOWN COUNCIL MEMO

DATE: September 4, 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: September 9, 2025

Overview

On [August 12, 2025](#), the Town Council considered a request from the Majestic Woods Homeowners Association (HOA), represented by President Chandler Todd, to accept Revolution Drive—a 1,930-foot road off Swett Road serving the 22-lot Majestic Woods Phase III subdivision—as a public street. Action was postponed until September 9, 2025, to allow the Town Attorney to review the final warranty deed for the right-of-way and its future extension, which were found acceptable. The HOA now presents the executed and recorded deed, along with a signed Maintenance Guarantee and payment, and requests Council approval.

Background

Staff confirm the submission is complete and fully compliant with [§120-911M\(6\)](#) of Windham's Subdivision Ordinance. The materials include 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. Stormwater infrastructure outside the right-of-way, such as soil filter basins, culverts, and swales, will remain the HOA's responsibility. In addition, the HOA must warrant all public improvements for one year from the date of acceptance and provide a maintenance guarantee, as determined by the Public Works Director or Town Engineer, to ensure the durability of roadways, curbing, sidewalks, utilities, drainage, lighting, and landscaping within the right-of-way per [§120-911M\(6\)\(e\)\[2\]](#).

Attachments:

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