

TOWN COUNCIL MEMO

DATE: November 20, 2025

TO: Town Council
THROUGH: Robert Burns, Town Manager
FROM: Steve Puleo, Director of Planning
Cc: Barry Tibbetts, Project Manager
Amanda Lessard, Senior Planner / Project Manager
Mark Arienti, Town Engineer
Brian Morin, Public Works Director

RE: Public Acceptance of Streets – Viola Lane, Ruby Meadow Homeowner’s Association
Town Council Meeting: November 25, 2025

Overview

On [October 28, 2025](#), the Town Council reviewed the Ruby Meadows HOA request to accept Voila Lane, a 1,000-foot paved road with a 24-foot travel way and 2-foot gravel shoulders, as a public street. The road serves 10 lots within the 15-lot subdivision: the remaining lots are accessed to Pope Road or Albion Road. The town attorney confirmed that the HOA’s corporate status and the unrecorded warranty deed for the right-of-way are acceptable. The Planning Board approved three waivers: dead-end street standards ([§120-911M\(5\)\(b\)\[5\]\[b\]](#)), sidewalk standards ([§120-911M\(5\)\(b\)\[6\]\[c\]](#)), and connection to public water ([§120-911B\(1\)](#)).

Background

Staff have confirmed that the submission is complete in accordance with [§120-911M\(6\)](#). The materials include as-built plans, a warranty deed for the right-of-way (to be recorded), and the incorporated HOA and recorded HOA declaration documents. Stormwater infrastructure located soil filter basins outside the right-of-way and will remain the responsibility of the HOA. The HOA is also required to warrant all public improvements for one year from the date of acceptance and has posted a maintenance guarantee in the amount of \$55,168.40.

The Town Engineer has submitted an inspection report documenting the condition and durability of the roadway, curbing, utilities, drainage, and landscaping within the right-of-way, consistent with [§120-911M\(6\)\(e\)\[2\]](#). A follow-up report will be provided to the town manager one year after Council acceptance, addressing the workmanship of the road and any recommended actions needed to bring the street to full standards.

Attachments:

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| ✓ Subdivision Location Map | ✓ DEP NPRA, Freshwater Wetland Alteration, Water Quality Permit |
| ✓ Signed Rudy Meadows Subdivision Plan | ✓ Maintenance Guarantee cash account |
| ✓ Rudy Meadows Subdivision Approval Letter | ✓ As-Built Plans – Viola Lane |
| ✓ Declaration of Homeowner Association and Secretary of State Corporation status | – Recorded Warranty Deed for Viola Lane/ROW (<u>To be recorded by the Town Attorney post acceptance</u>) |
| ✓ Town Engineer Inspection Report | |