

# TOWN OF WINCHENDON



Planning Board

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109 Front Street  
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To: Kathy VanDyke  
From: Alison Manugian – Planning Agent  
Re: Millers Run Closeout  
Date: October 8, 2019

You recently requested that a final planning review be done and a punchlist developed of any items outstanding. The current project permissions extend to July 3, 2020. A site visit was conducted on October 8<sup>th</sup> by the DPW Director and Planning Agent. The DPW Director is satisfied with the drainage and water systems and the roadway; and has signed off on the project. As a reminder you will also need to work with the Conservation Commission to obtain their Certificate of Compliance.

To formally sign off on the project the Planning Board will need to conduct a Public Hearing to allow the public to discuss any outstanding issues. Once that hearing is closed the Board can vote that the project has been completed and can recommend to the Select Board that the streets be accepted as public ways.

The trigger for this project closeout to formally begin is receipt of Stamped As-Built Plans for the entire project.

Before the project is closed out by the Planning Board we will also need the following:

- Transfer of easement rights to the Town of Winchendon for the two utility easement areas shown on the original plan
- Evidence of transfer of easement rights to the Town of Winchendon for the drainage structures and basins that were originally within the limits of the area to be deeded to the Town as Open Space.
- Evidence that the Open Space is preserved and has been restricted to prohibit future development and showing ownership information.
- Draft deeds and legal documents showing the formal transfer of the roadways (each 50' wide inclusive of rights of way) to the Town of Winchendon upon vote of Town Meeting to accept such streets as Public Ways. The right of way around the cul-de-sac shall include a minimum of 10' beyond the edge of pavement for snow storage and roadway upkeep. Note that until the roadways are accepted by a Town Meeting vote that all responsibility for maintenance and snow and ice management are the responsibility of the Owner.