

109 Front Street  
Winchendon, MA 01475



DATE: November 14, 2023

MEMORANDUM

TO: Nicole Robert, Land Use and Planning Coordinator  
CC: Brian Croteau, Director of Public Works and Schools  
FROM: Patrick Wood, Town Engineer  
SUBJECT: Proposed Revisions to Subdivision Rules and Regulation

The Department of Public Works (DPW) is reviewing the current Subdivision Rules and Regulations and has prepared this memo summarizing proposed changes to the document. Changes to the existing rules and regulations were made primarily to the review of subdivision plans, construction standards and the DPW oversight during construction.

The DPW is requesting the Planning Board to review the attached and provide comments or concerns to the proposed changes. A representative from the DPW will be present at the Planning Board meetings to review the changes, answer questions or incorporate comments into the final version. A copy of the revised version has been provided with all changes tracked.

Once the Planning Board has reviewed the proposed changes and all changes have been approved, a final version without changes tracked and updated dates will be provided for the Boards final vote to approve.

Provided is a copy of the revised subdivision rules and regulations with all changes tracked and copies of the new construction standard details. A list below has been prepared summarizing the changes for each sections.

Section 1.3 Definitions – Added and/or expanded definitions for ADA Standards, Stormwater and Bridges.

Section 3.3.3 Form and Contents of Preliminary Plan – Added requirements for plans and submittal of electronic versions for all documents.

Section 3.4.5 through 3.4.12 Plan Requirements – Added Specific plan titles and organized plan requirements into the separate plans by title. Existing plan requirements were moved into their respective section and more details for the plans were added.

Section 3.4.13.D.3 – Added language to ensure drainage design will conform to the MS4 permit requirements.

Section 3.4.13.E – Added a requirement for a Stormwater Report and the contents of the report.

Section 3.5.4 Report of the Consulting Engineer – Added language that the Town may assign a third party consultant, as the Town engineer would primarily review the subdivision application.

Section 5.2.6 Monitoring and Inspections – Added language to require the applicant to submit specifications and cut sheets of any material that will be installed. Submittal will be reviewed and approved by the DPW prior to installation.

Section 5.3 Construction Standards: Street and Ways – Added specifications to the construction of the roads and referenced the appended construction standard details for the roads.

Section 5.4 Construction Standards: General Utilities - Referenced the appended construction standard details for the utilities and the requirement for inspection of the utility in the field by the DPW prior to backfilling.

Section 5.5 Construction Standards: Water Utilities – Added specifications to the construction of the water and referenced the appended construction standard details for the water utility.

Section 5.6 Construction Standards: Drainage Utilities – Added specifications to the construction of the drainage and referenced the appended construction standard details for the drainage utility.

Section 5.7 Construction Standard: Sewer – Added specifications to the construction of the sewer and referenced the appended construction standard details for the sewer utility.

Section 5.8 Construction Standards: Sewer Pump Stations – Added specifications to the construction of the sewer pump stations.

Sections 5.9 Construction Standards: Utility Testing – Added testing requirements for water, drainage and sewer infrastructure and witnessed by the DPW.

Section 6.2.1 Monitoring During Construction – Added language to allow the Planning Board to establish an Inspection Fee of 2.5% of the total subdivision in a performance bond. This fee will cover the DPW's responsibility to inspect and oversee the subdivision construction. Maintained the Planning Board's ability to assign a third party consultant depending on the complexity of the project.

Section 6.2.2 Monitoring Procedures – Added language to allow the DPW to monitor and insure compliance. Section "B" of this was also added to inform the applicant of when inspections of infrastructure are required before progressing to the next phase of the project.

Section 6.5.2 Asbuilt Plans – Added language to include the submittal of GIS database with the Asbuilts, which can be used to update the Town GIS maps.

6.5.3 Street Acceptance Plans – Added this section to require applicants to submit the road layout plans which will be registered with the Worcester Registry of Deeds.

6.5.4 Operations and Maintenance Contract – Added this section to require an Operation and Maintenance contract be established for the homeowners prior to street acceptance.

Appendix A: Town of Winchendon Construction Standard Details – Added this appendix to provide detail drawings for Road, Water, Sewer and Drainage infrastructures.