



# Guerriere & Halnon, Inc.

ENGINEERING & LAND SURVEYING

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Est. 1972

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APR 5 2016

PLANNING BOARD  
GRAFTON, MA

April 1, 2016

Mr. Joseph Laydon, Town Planner  
Grafton Municipal Center  
30 Providence Road  
Grafton, MA 01519

VIA REGISTERED MAIL

**Re: Request for Determination of Completeness - Brookmeadow Village Subdivision**  
Taft Mill Road (from Milford Road to Brookmeadow Lane)  
Brookmeadow Lane (from Providence Road to Sta. 22+00± just north of Taft Mill Road)  
Stormwater Basins #1, #2, #3, and #4  
Brookmeadow Village, LLC (*Developer*)  
Guerriere & Halnon, Inc. (*Engineer*)

Dear Planning Board Members:

In accordance with Section 3.3.11 of the Grafton Subdivision Rules and Regulations, Guerriere & Halnon, Inc. (G&H), on behalf of Brookmeadow Village, LLC, is requesting the Planning Board review the enclosed information for the purpose of issuing a *Determination of Completeness (DOC)* for Taft Mill Road and a portion of Brookmeadow Lane (from Providence Road to just north of Taft Mill Road), as well as stormwater basins #1 to #4, as laid out by the Brookmeadow Village Subdivision. It is our understanding that we have met all of the applicable requirements as evidenced by the enclosed supporting documentation. In accordance with submittal instruction, we have prepared and submit the following:

- One (1) completed *Determination of Completeness Worksheet* (2 pages) with items checked off under *Applicant* that have been submitted in this document package,
- One (1) *Certificate of Good Standing* form completed and signed.
- One (1) unbound packet of original documents as outlined in the Worksheet and below,
- Eight (8) additional packets for distribution,
- Eight (8) sets of As-Built Plans (2 sets of 24"x36"; 6 sets of 11"x17"),
- Eight (8) copies of the Legal Descriptions,
- Certified Abutters List (w/copy of request, 2 sets of labels, and Assessor Map).

Per Section 3.3.11.2, the Public Notice (Newspaper Announcement) is scheduled for publication in the Grafton News the week of April 4, 2016. A copy of the public notice is attached. This *Request for Determination of Completeness* has been sent to both the Planning Board and Town Clerk via registered mail.

Please see copies of the enclosed information listed below which follows the DOC Worksheet and same numbering sequence as the Grafton Subdivision Rules and Regulations.

a) *Name and address of Applicant:*

Brookmeadow Village, LLC  
67 Cape Road  
Mendon, MA 01756

b) *A compliance certificate signed under oath by the Developer and his Engineer that the development has been completed according to the Rules and Regulations of the Planning Board and the Town of Grafton's Zoning By-Laws:*

See enclosed Certificate of Compliance by Brookmeadow Village, LLC (*developer*) and Guerriere & Halnon, Inc. (*engineer*) signed on March 23, 2016.

c) *Copies of or reference to the requisite Inspection Forms and Reports:*

Please see enclosed Graves Engineering, Inc. Construction Completeness Review dated January 18, 2016. The Construction Completeness Review letter states in summary that "...based upon visual observations during site visits, it appears that the project was constructed substantially in accordance with the approved plans and approved modifications...". In addition, approximately 170 Inspection Forms/Reports prepared by Graves Engineering, Inc. are on file at the office of the Grafton Planning Board. A request for Certificate of Compliance from the Conservation Commission has been submitted and is pending.

d) *Written evidence of compliance with the Definitive Plan from the following:*

1) *Planning Board and Superintendent of Streets as to the construction of all ways and sidewalks, and installation of street signs, traffic signs, street lighting and appurtenances, pavement, gutters and curbs, monuments, required grading and drainage, lot drainage, planting and seeding.*

Please refer to enclosed Graves Engineering, Inc. Construction Completeness review letter dated January 18, 2016 which states "...based upon visual observations during site visits, it appears that the project was constructed substantially in accordance with the approved plans and approved modifications..." and "...construction is essentially complete...".

2) *The appropriate water utility as to all water mains, hydrants and appurtenances.*

Please refer to enclosed letter from the South Grafton Water District dated January 5, 2016 as written evidence of compliance which states that the south Grafton Water District has found that the water mains, hydrants and appurtenances on Brookmeadow Lane and Taft Mill Road to be in compliance and satisfactory.

3) *The Board of Health as to the installation of sewage disposal facilities, if applicable, or the Board of Sewer Commissioners, if applicable.*

Please refer to enclosed letter from the Town of Grafton Sewer Superintendent dated February 9, 2016 as written evidence of compliance which states that the Grafton Board of Sewer Commissioners at their meeting held on February 8, 2016 voted to recommend the acceptance of Taft Mill Road and the portion of Brookmeadow Lane as described.

4) *The Fire Department as to the installation of the fire alarm system, if any.*

Please refer to enclosed letter from the Town of Grafton Fire Department dated January 29, 2016 which states that "this section of the development has satisfied all Fire Department requirements."

- e) *As-built plan of completed street or streets, drawn on tracing cloth or other material suitable to the Planning Board, and showing all plans and profiles corrected and certified by the developer's engineer to be actual as-built locations and profiles of all streets, ways and utilities, including those installed by others, such as gas, electric, telephone, cable TV, and other companies, the location of all lines and the assigned house number for each dwelling, together with one (1) set of reproducible drawings of said as-built plan.*

Please refer to enclosed As-built Plans titled:

- As-built Plan of Land of Brookmeadow Lane & Taft Mill Road in Grafton, Mass,
- As-built Profile of Brookmeadow Lane Showing Sewer Main and Storm Drain in Brookmeadow Village, Grafton, Mass,
- As-built Profile of Taft Mill Road Showing Sewer Main and Storm Drain in Brookmeadow Village, Grafton, Mass,

all dated March 25, 2016, prepared by Guerriere & Halnon, Inc.

- f) *Written request for final inspections by the Planning Board; and*

Please consider this letter as our written request for final inspections by the Planning Board.

- g) *Written request for a Determination of Completeness:*

Please consider this letter as our written request for *Determination of Completeness*.

The As-Built Plans & Profiles, Roadway Acceptance Plans, and Legal Descriptions have been submitted to Graves Engineering, Inc. for review and comment, see attached transmittal document, and a letter pertaining to their review will be provided. Copies of the As-Built Plans, Roadway Acceptance Plans, and Legal Descriptions referenced in this correspondence are enclosed for your review and are listed below:

- As-Built Plan of Land of Brookmeadow Lane & Taft Mill Road in Grafton, Mass. Plan Sheets 1, 2, 3, 4, 5, 6 of 6, by Guerriere & Halnon, Inc., scale 1"=40', dated March 25, 2016.
- As-Built Profile of Brookmeadow Lane Showing Sewer Main and Storm Drain in Brookmeadow Village, Grafton, Mass. Plan Sheets 1, 2 of 2, by Guerriere & Halnon, Inc., scale 1"=40', dated March 25, 2016.
- As-Built Profile of Taft Mill Road Showing Sewer Main and Storm Drain in Brookmeadow Village, Grafton, Mass. Plan Sheets 1, 2, 3 of 3, by Guerriere & Halnon, Inc., scale 1"=40', dated March 25, 2016.
- As-Built Profile of Taft Mill Road Showing Sewer Main and Storm Drain in Brookmeadow Village, Grafton, Mass. Plan Sheets 1, 2, 3 of 3, by Guerriere & Halnon, Inc., scale 1"=40', dated March 25, 2016.
- Road Acceptance Plans titled Layout Plan of Brookmeadow Lane & Taft Mill Road in Grafton, Mass. Plan Sheets 1, 2, 3, 4, 5, 6 of 6, by Guerriere & Halnon, Inc., scale 1"=40', dated March 25, 2016.
- Legal Description of Taft Mill Road dated March 29, 2016, (3 pages).
- Legal Description of portion of Brookmeadow Lane dated March 29, 2016 (2 pages).

- Legal Description of Drainage Easement 1 dated March 29, 2016 (1 page).
- Legal Description of Brookmeadow Village Drain Easement 2 dated March 29, 2016 (2 pages).
- Legal Description of Brookmeadow Village Drain Easement 3 dated March 29, 2016 (1 page).
- Legal Description of Brookmeadow Village Drain Easement 4 dated March 29, 2016 (1 page).

It should be noted that the roadway binder course of pavement for Brookmeadow Lane was completed on September 7, 2007 and for Taft Mill Road on November 21, 2007. The top course for both Taft Mill Road and the section of Brookmeadow Lane was completed in October 6, 2015. Copies of the inspection reports (~170 inspection forms/reports) from Graves Engineering are on file at the office of the Planning Board. Upon issuance of a *Determination of Completeness*, we request that the Planning Board notify the Board of Selectmen to place an article for the subject roadways on the upcoming May 9, 2016 Town Meeting, also requiring a *Citizen's Petition* included with this submittal.

We look forward to working with the Board and trust that the information enclosed meets the requirements for the Planning Board's Determination of Completeness. If you have any questions, please do not hesitate to contact our Whitinsville office.

Sincerely,  
**Guerriere & Halnon, Inc.**

*Karina G. Quinn*

Karina G. Quinn, P.E.  
Civil Engineer

Enclosures

*cc: Town Clerk*