



## Department of Public Works – Engineering Division

Town Hall, 365 Boston Road, Billerica, Massachusetts 01821

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Frederick Russell, PE, PWLF, Director  
Kelley Conway PE, Town Engineer

### **MEMORANDUM**

To: Planning Board

From: DPW – Engineering Division

Date: November 26, 2025

Re: Site Plan Review for use Permitted “As a Right” – 1 & 2 Federal Street

The Engineering Division has reviewed the plans entitled “Site Development Plans for JLB Development, 1 & 2 Federal Street, Billerica, Massachusetts 01862” prepared by Allen & Major Associates. Inc., dated November 3, 2025. Comments are as follows:

#### **General Comments:**

1. DPW approval of the plan is contingent upon completion of the downstream sewer analysis and the water system capacity review, both of which must be funded by the Applicant. Based on the results of these studies as well as the stormwater review, additional off-site utility improvements may be required. The Developer will also be responsible for funding the Town’s Consulting Engineer for peer review of design plans and for construction oversight as necessary.
2. A Street Opening/Curb Cut Permit will be required for all work within the Town right of way.
3. Applicable DPW fees will be assessed at time of Building Permit application. Contact Steve Robertson in the Engineering Division.
4. Utility plans must be reviewed and approved by DPW prior to Building Permit approval.
5. In Note #7 in the “General Notes” and on the Utility Plans C-109 and C-110 add in “Town of Billerica is not part of DigSafe and needs to be contacted separately for mark outs. Town of Billerica Water Division (978) 671-0957 and Wastewater Division (978) 671-0956”.
6. The following construction notes shall be added to or replaced in the plan in the appropriate places in the General Notes or Utility Notes:

- a. Sewer construction and testing shall be in accordance with the Town of Billerica Sanitary Sewer Rules and Regulations. Sewer shall be cleaned, tested and inspected prior to occupancy. Testing and inspections must be coordinated with the Wastewater Division.
- b. Water mains shall be tested and disinfected prior to occupancy. Testing and inspections must be coordinated with the Water Division.
- c. DPW shall be contacted 48 hours prior to construction to coordinate inspection of sewer and water connections. Call Steve Robertson at 978-671-1300.
- d. An as-built plan must be provided to DPW upon completion of construction and approved prior to occupancy.

**Traffic Comments:**

7. The Traffic Impact Analysis should be peer reviewed with the following considerations:
  - a. Intersection Operations: Prior to COVID, a detail officer was stationed at the intersection on weekdays during the morning and evening commute. A traffic signal is strongly recommended.
  - b. The Town generally requires sidewalks along all property frontages—in this case, both Concord Road and Federal Street. If relief is requested due to site constraints, a contribution to the Town's sidewalk fund should be considered. There is an existing sidewalk on the opposite side of Concord Road, and a traffic signal would provide protected pedestrian crossings to access it.
  - c. Public access to the bike path located on the property should be encouraged.
  - d. Assume full occupancy of the buildings on Federal Street, as well as construction of nearby proposed developments, including 161 Concord Road, 195 Concord Road, and the Entegris expansion.
  - e. Evaluate coordination with the traffic signals at Middlesex Turnpike and Route 3.
  - f. Thorough review of the parking layout and on-site traffic flow.

**Drainage Comments:**

8. A Stormwater Permit is required. This permit can be applied for online and requires abutter's notification.
9. Stormwater will be reviewed in conjunction with the Conservation Commission.

10. Existing water quality structure must be inspected and size confirmed prior to approval.

**Water and Wastewater Comments:**

11. Provide the existing and proposed water and wastewater flows for both properties assuming the existing buildings are occupied.
12. Water Tapping Permit and Sewer Connection Permit will need to be applied for online by an Approved Contractor once DPW approves the utility plans.
13. Water service lines must have backflow device approved by the Water Division before construction begins. Contact Backflow Prevention within the Water Division (978) 671-0957.
14. Additional comments will be provided through the Consultant's downstream sewer analysis and water capacity review.

**Please submit a written response to comments and revised plans to the Engineering Division for review and approval prior to Foundation/Building Permit approval.**

If you have any questions, please do not hesitate to contact our office.