

January 27, 2026

Ms. Katherine Malgieri
Interim Senior Planner
Town of Billerica
365 Boston Road
Billerica, MA 01821

kmalgieri@billerica.gov
(978) 671 - 0962

PROJECT #: Project # 3490-03
RE: Response to Town
Department Review
Comments.
Site Plan Review
1 & 2 Federal Street
Billerica, MA 01821

Dear Ms. Malgieri,

On behalf of our client, JLB Realty, LLC, Allen & Major Associates, Inc. (A&M), is providing the following responses to address comments received by the following Departments during the course of Site Plan Review:

- 1) Kristel Bennett, Director of Public Health, Billerica Board of Health, letter dated January 12, 2026
- 2) Timothy F. McKenna, Patrol Sargent, Billerica Police Department, letter dated December 1, 2025
- 3) Steve Kennedy, Deputy Fire Chief, Billerica Fire Department, letter dated November 24, 2025
- 4) Billerica DPW – Engineering Division – letter dated November 26, 2025

The response to each department's comments is shown below in **bold**, preceded by the original comment shown in *italics*. Revisions as a result of these comments can be found in the attached Site Development Drawings dated January 21, 2026 noted as Revision 1.

Billerica Board of Health (BOH) Comments dated January 12, 2026

BOH Comment 1: *A deephole test must be performed at the proposed location of any proposed buildings to determine the groundwater elevation. The minimum vertical separation distance from the basement floor above the high groundwater elevation shall be two (2) feet pursuant to Billerica Health Regulations. Documentation must be submitted to the Board of Health prior to the approval of any permits.*

Response BOH 1: **Regarding need for additional test holes, the proposed buildings will not have a basement and will have concrete slabs on grades that are essentially flat or slightly above existing grade. Therefore, there's no need for additional test holes. Onsite soil testing was performed with the engineering department for the stormwater systems. These identified that no water table was present for depths of approximately 7 to 8 feet.**

BOH Comment 2: *Any proposed buildings must be serviced by town water and sewer.*

Response BOH 2: **Noted. Both proposed buildings will be serviced by municipal water and sewer. Please refer to the Utility Plans within the Site Development Drawings for service connection locations of town water and sewer for each building.**

BOH Comment 3: *An Asbestos survey must be conducted of the buildings (including but not limited to garage) proposed to be demolished and a report must be submitted to the Board of Health. The survey must be performed by an Asbestos Inspector certified by the MA Department of Labor Standards. If asbestos containing material is found to be present in the building, then an Asbestos Removal Permit shall be required from the Board of Health prior to obtaining approval for a demolition permit for the existing building.*

Response BOH 3: **This comment is noted. The applicant will follow all applicable standards on the demolition of the existing structures.**

BOH Comment 4: *A Stormwater Management Permit will be required for the proposed development as it will disturb over an acre of land. The Stormwater Management Permit will be coordinated by the DPW Stormwater Engineer. Stormwater Management Permit Application is required to have a peer review by the Board of Health's Consulting Engineer.*

Response BOH 4: **Noted. The applicant has applied for a Stormwater Permit and it is currently being reviewed by the Town's peer review consultant, Kimley-Horn. The peer review consultant is also reviewing the project on behalf of the Conservation Commission and the Planning Board. A response letter to the initial Kimley-Horn comments has been issued under separate cover.**

BOH Comment 5: *The applicant shall complete a Board of Health Swimming Pool Plan Review for the proposed swimming pool prior to construction of the pool. The applicant shall obtain a Permit to Operate a Swimming Pool prior to the operation of the swimming pool.*

Response BOH 5: **Noted. The applicant will apply for the referenced permits in due course of the project permitting and construction.**

BOH Comment 6: *The Director of Public Health shall have the authority to review any conditions or recommendations and reject, approve, or impose other reasonable conditions to accomplish compliance with applicable regulations.*

Response BOH 6: **Noted. No additional response required.**

Billerica Police Department (BPD) Comments dated December 1, 2025

BPD Comment 1: *My only comment to the plan is, when the new buildings become occupied, the Police Department and School Department will have to coordinate a plan to establish school bus stops on the Federal Street property. With the section of Concord Road being four lanes and undivided, I foresee a great potential for motorists on the outer lanes failing to stop for the school bus signal lights.*

Response BPD 1: **The applicant has begun initial conversations with the Billerica School Department. The final bus routing will be determined once the number of school aged children are known. However, under preliminary review, the bus would enter onto 2 Federal Street and make a short loop in front of the main door. An area will be allocated inside the building for children to collect out of the weather until the bus arrives. Children from 1 Federal Street would cross Federal Street through the marked crosswalks unless a secondary stop is approved by the School Department.**

Billerica Fire Department (BFD) Comments dated November 24, 2025

No comments were provided. The BFD noted they were OK with the site plan submittal.

Billerica Department of Public Works – Engineering Division (DPW) Comments dated November 26, 2025

DPW General Comments

DPW Comment 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*

Response DPW 1: **Noted. The applicant has initiated coordination with the sewer department to begin the engagement process.**

DPW Comment 2: *A Street Opening/Curb Cut Permit will be required for all work within the Town right of way.*

Response DPW 2: **Noted. No response required.**

DPW Comment 3: *Applicable DPW fees will be assessed at time of Building Permit application. Contact Steve Robertson in the Engineering Division*

Response DPW 3: **Noted. No response required.**

DPW Comment 4: *Utility plans must be reviewed and approved by DPW prior to Building Permit approval*

Response DPW 4: **Noted. Utility plans are included in the site plan set that is subject to the pending Site Plan Review and other town department permit applications. A&M welcomes comments on these plans from DPW as we work towards finalizing the site construction details.**

DPW Comment 5: *In Note #7 in the "General Notes" and on the Utility Plans C-109 and C110 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".*

Response DPW 5: **Noted. The note(s) have been revised to reflect the need for separate communications.**

DPW Comment 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*

Response DPW 6: **The recommended notes have been added to the revised plans.**

DPW Comment 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.

Response DPW 7: **Noted. These traffic related comments are acknowledged, and the applicant's traffic consultant is addressing these issues along with other comments from the Planning Board's consultant, Kimley-Horn. Please refer to the response letter from the applicant's consultant, TEC, Inc. under separate cover.**

DPW Drainage Comments

DPW Comment 8: *A Stormwater Permit is required. This permit can be applied for online and requires abutter's notification.*

Response DPW 8: **A Stormwater Permit application has already been filed with the BOH. Please refer to Response 4 above for additional information.**

DPW Comment 9: *Stormwater will be reviewed in conjunction with the Conservation Commission*

Response DPW 9: **Noted. The Stormwater information is currently under review with the Conservation Commission as part of the Notice of Intent that was filed for this project. Please refer to Response 4 above for additional information.**

DPW Comment 10: *Existing water quality structure must be inspected and size confirmed prior to approval.*

Response DPW 10: **A&M is not aware of any existing onsite water quality structures. Should one exist and is to be retained, A&M can coordinate with the DPW on the required inspection. The new water quality structures proposed are detailed on the plans. Sizing reports have been provided to the Town's review consultant, Kimley-Horn, to confirm the structures meet the required treatment standards.**

DPW Water and Wastewater Comments

DPW Comment 11: *Provide the existing and proposed water and wastewater flows for both properties assuming the existing buildings are occupied.*

Response DPW 11: **Flow from the existing buildings is estimated based on the State Environmental Code and the Sewer Connection permit program for "Office Use" which is 75 gallons per day per 1,000 square feet of gross floor area. The future flows are based on number of bedrooms and 110 gallons per day per bedroom. Both are as noted in the table below.**

	Current sewer generation	Current water generation (estimated at 110% of sewer)	Proposed sewer generation	Proposed water generation (estimated at 110% of sewer)
1 Federal Street	4,452 GPD (59,358 s.f GFA) 29,679 2 story	4,897 GPD	27,720 GPD (252 bedrooms) 102 1-bed 66 2-bed 6 3-bed	30,492 GPD
2 Federal Street	7,485 GPD (99,794 s.f GFA) 49,897 2 story	8,233 GPD	14,410 GPD (131 bedrooms) 35 1-bed 42 2-bed 4 3-bed	15,851 GPD

DPW Comment 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.*

Response DPW 12: **Noted. The approved contractor will apply for the appropriate permits in due course.**

DPW Comment 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.*

Response DPW 13: **Noted. Comment acknowledge and this note will be added to the Utility Plans.**

DPW Comment 14: *Additional comments will be provided through the Consultant's downstream sewer analysis and water capacity review.*

Response DPW 14: **Noted. No response required.**

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

Response DPW Additional Note: **This letter serves as our response to town department comments, and please refer to other responses to comments from Kimley-Horn as part of the Notice of Intent, Site Plan Review and Stormwater Permit filings.**

A&M believes these responses will provide sufficient information for the continued review of this application. If you require additional information, please feel free to contact us.

Very Truly Yours,

ALLEN & MAJOR ASSOCIATES, INC.

Digitally signed by Philip
Cordeiro

Date: 2026.01.27
17:18:56-05'00'

Philip L. Cordeiro, PE
Principal

Copy: Mark Seck – JLB Realty, LLC (VIA email)
Kristel Bennett, Director – Town of Billerica Board of Health (VIA email)

Timothy F. McKenna, Patrol Sargent, Billerica Police Department (VIA email)
Steve Kennedy, Deputy Fire Chief, Billerica Fire Department (VIA email)
Billerica DPW – Engineering Division (VIA email)