



**Department of Public Works – Engineering Division**

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

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**MEMORANDUM**

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To: Planning Board

From: DPW – Engineering Division

Date: February 26, 2026

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

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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 and revised January 21, 2026. DPW previous comments dated November 26, 2025 are in regular text, Allen & Major Associates, Inc., (A&M), responses dated January 27, 2026 are in Italics and new comments in bold.

**General Comments:**

1. DPW 11/26/2025: 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.

*A&M 01/27/26: Noted. The applicant has initiated coordination with the sewer department to begin the engagement process.*

**DPW: DPW received the consultant fee for the downstream sewer analysis and water system capacity review study on February 13, 2026. We anticipate the review will be completed by March 13, 2026. If the Planning Board approves the project, we recommend that the study requirements be incorporated into the Conditions of Approval.**

2. DPW 11/26/2025: A Street Opening/Curb Cut Permit will be required for all work within the Town right of way.

*A&M 01/27/26: Noted. No response required.*

**DPW: No further comment.**

3. DPW 11/26/2025: Applicable DPW fees will be assessed at time of Building Permit application. Contact Steve Robertson in the Engineering Division.

*A&M 01/27/26: Noted. No response required.*

**DPW: No further comment.**

4. DPW 11/26/2025: Utility plans must be reviewed and approved by DPW prior to Building Permit approval.

*A&M 01/27/26: 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: No further comment.**

5. DPW 11/26/2025: 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".

*A&M 01/27/26: Noted. The note(s) have been revised to reflect the need for separate communications.*

**DPW: No further comment.**

6. DPW 11/26/2025: 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.

*A&M 01/27/26: The recommended notes have been added to the revised plans.*

**DPW: No further comment.**

**Traffic Comments:**

7. DPW 11/26/2025: 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.

*A&M 01/27/26: 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: The Applicant shall complete a traffic study of the Federal Street/Concord Road intersection, including the adjacent signalized intersections, within one year of the development’s completion or full occupancy, whichever occurs first. If the study determines that a traffic signal is warranted at the intersection, the Applicant shall install the signal at its sole expense. Costs shall include any necessary modifications to adjacent signals to ensure proper coordination.**

**If the Applicant is not required to construct sidewalks along the Concord Road frontage, the Applicant shall grant appropriate easements to provide public access to the bike path.**

**Drainage Comments:**

8. DPW 11/26/2025: A Stormwater Permit is required. This permit can be applied for online and requires abutter’s notification.

*A&M 01/27/26: A Stormwater Permit application has already been filed with the BOH. Please refer to Response 4 above for additional information.*

**DPW: No further comment.**

9. DPW 11/26/2025: Stormwater will be reviewed in conjunction with the Conservation Commission.

*A&M 01/27/26: 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: No further comment.**

10. DPW 11/26/2025: Existing water quality structure must be inspected and size confirmed prior to approval.

*A&M 01/27/26: 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: No further comment.**

**Water and Wastewater Comments:**

11. DPW 11/26/2025: Provide the existing and proposed water and wastewater flows for both properties assuming the existing buildings are occupied.

*A&M 01/27/26: 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 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
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**DPW: No further comment.**

12. DPW 11/26/2025: Water Tapping Permit and Sewer Connection Permit will need to be applied for online by an Approved Contractor once DPW approves the utility plans.

*A&M 01/27/26: Noted. The approved contract will apply for the appropriate permits in due course.*

**DPW: No further comment.**

13. DPW 11/26/2025: 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.

*A&M 01/27/26: Noted. Comment acknowledged and this note will be added to the Utility Plans.*

**DPW: No further comment.**

14. DPW 11/26/2025: Additional comments will be provided through the Consultant's downstream sewer analysis and water capacity review.

*A&M 01/27/26: Noted. No response required.*

**DPW: No further comment.**

**DPW 11/26/25: Please submit a written response to comments and revised plans to the Engineering Division for review and approval prior to Foundation/Building Permit approval.**

*A&M 01/27/26: This letter serves as our response to town department comments, and please refer to other responses to comments from Kimley-Horn as part of Notice of Intent, Site Plan Review and Stormwater Permit filings.*

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