

**135 Keyes Road  
Concord, MA 01742**



**DATE: August 31, 2022**

**MEMORANDUM**

**TO:** Elizabeth Hughes, Town Planner  
**FROM:** Giovanni Caceres, Public Works Engineer-Water Systems  
**CC:** Jeff Murawski, Water & Sewer Superintendent  
**SUBJECT:** Concord Academy Centennial Arts Center, Site Plan Review

The Water/Sewer Division has reviewed the Design Development Plan Set, dated July 15, 2022, which was submitted with the Site Plan Review application for the above referenced project. Based on the level of detail provided and the preliminary design meeting we had on 08/17/2022 with representatives of Concord Academy, the Water/Sewer Division finds the utility plans satisfy preliminary design interests and has determined there are no significant changes that would have an effect on the Site Plan Review. The Water/Sewer Division recommends the following Standard Comments to the Planning Board:

1. **Prior to commencement of any site work**, the Applicant shall meet with Water/Sewer Division to review the proposed scope of water and sewer utility work and sufficiently demonstrate that:
  - a. Water and sewer service infrastructure can be designed and constructed in accordance with the Water/Sewer Division's design and construction standards.
  - b. Water demands can be minimized via demand management tools that may be codified in a Water Use Impact Report (conservation plan) and Water Customer Data Sheet.
2. **Prior to commencement of any site work**, the Applicant shall submit to the Concord Board of Health a Request for Title 5 Building Review (Form S) to identify any potential increase in wastewater flow and Sewer Improvement Fee associated with a wastewater flow increase. Based on existing wastewater capacity constraints, any proposed flow increases over 1,000 gallons per day will be administratively denied by the Water/Sewer Superintendent. An appeal on the denial may be made to the Public Works Commission seeking relief for an increase in flow of more than 1,000 gallons per day.
3. **Prior to issuance of a Building Permit**, the Applicant shall submit to the Water/Sewer Division, for review and approval, an application for the proposed water and sewer service installation. The application shall include the following:
  - a. Identification of a Water/Sewer Division licensed "Drain Layer" who will be responsible for water and sewer installation activities.
  - b. Two full size copies of the approved water and sewer utility plan. (Note: separate applications must be provided for the common water and sewer

service as well as for each individual building proposed to be served by Town water/sewer.)

- c. For each separate building proposed to be served by Town water, a plumbing plan shall be provided including:
    - i. Meter bypass detail (with allowance for Water/Sewer Division issued security lock),
    - ii. Design Data Sheets for all required cross-connection control devices. The devices shall not be installed without approval from the Water/Sewer Division.
  - d. An approved Water Use Impact Report (conservation plan) and Water Customer Data Sheet which will determine sizing of the water meter and water system connection fee.
  - e. The approved Title 5 Building Review (Form S) and associated Finding - demonstrating right to connect to the municipal sewer system, and payment of any associated Sewer Improvement Fee.
4. **Prior to issuance of any Certificate of Occupancy**, the Applicant shall submit to the Water/Sewer Division a full-size record drawing (Arch D), created in accordance with Division standards, for review prior to finalizing the drawing. Once the draft is approved, the Applicant shall submit to the Water/Sewer Division the final record drawing as electronic copies in the form of CAD and PDF files.
5. **Prior to issuance of any Certificate of Occupancy**, the Applicant shall furnish to the Water/Sewer Division Water Demand Minimization Affidavit(s) to demonstrate work was performed in accordance with the approved demand mitigation measures.