

**135 Keyes Road
Concord, MA 01742**



DATE: May 30, 2023

MEMORANDUM

TO: Elizabeth Hughes, Town Planner
FROM: Jeff Murawski, P.E., Water & Sewer Superintendent
PREPARED BY: Giovanni Caceres, Public Works Engineer - Water Systems
SUBJECT: 537 Barretts Mill Road – Single Family ADU Addition Plan Review

The Water & Sewer Division (Division) has reviewed the Design Development Plan Set, dated April 13, 2023 (For Town Comments), which was submitted with the Zoning Board of Appeals Application on May 22, 2023 for the above referenced project. Based on the level of detail provided, the Division finds the utility plans satisfy preliminary design interests, and has determined there are no significant changes that would materially impact the Site Plan Review.

Public Works Commission policy requires that water and sewer services greater than 50 years in age must be replaced to the main. Please be advised, Division records indicate the existing water service was installed in 1973 and will require replacement as part of this project.

Final configuration and alignment of water service infrastructure servicing the proposed Single Family ADU Addition shall be subject to the review and approval of the Water & Sewer Superintendent, via the “Application For Water/Sewer Service” permitting process.

Furthermore, the Division recommends the following Standard Comments to the Planning Board:

1. **Prior to commencement of any site work**, the Applicant shall meet with Division to review the proposed scope of water and sewer utility work and sufficiently demonstrate that:
 - a. Water existing service infrastructure can be assessed, updated, and constructed in accordance with the Division’s current 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 issuance of a Building Permit**, the Applicant shall submit to the Division, for review and approval, an application for the proposed water service replacement, by submission of “*Application For Water/Sewer Service*” (‘application’). The application shall include the following:

- a. Identification of a Division-licensed "Drain Layer" who will be responsible for water installation activities.
 - b. Two (2) full-size copies of the approved water utility plan. (**Note:** separate applications must be provided for the common water service as well as for any other individual building proposed to be served by Town water/sewer.)
 - c. If any proposed separate building is to be served by Town water, a plumbing plan shall be provided including:
 - i. Meter bypass detail (with allowance for 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 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.
3. **Prior to issuance of any Certificate of Occupancy**, the Applicant shall submit to the 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 Division the final record drawing as electronic copies in the form of CAD and PDF files.
4. **Prior to issuance of any Certificate of Occupancy**, the Applicant shall furnish to the Division "*Water Demand Minimization Affidavit(s)*" to demonstrate work was performed in accordance with the approved demand mitigation measures.