

Town of Bristol, Vermont

Water Use Ordinance

APPENDIX A: WATER SUPPLY EMERGENCY RULES AND REGULATIONS

This appendix outlines detailed procedures for handling emergencies related to the water supply system, ensuring public health and safety are maintained.

1. Detection of an Emergency

All personnel must report any potential emergency immediately to the Water Operator and Town Administrator.

2. Notification

The Chair of the Selectboard and other authorized personnel shall be notified without delay by the Town Administrator.

3. Response Protocols

- a. Contamination: Immediate suspension of water supply and public notification with clear instructions on precautions.
- b. Leak: Engage Water Operator to troubleshoot service and notify affected users.
- c. Infrastructure Failure: Engage emergency contractors to restore service and notify affected users.

4. Authority

- a. The Town Administrator, or his or her authorized designee, is empowered to suspend or implement those provisions of the Ordinance that are necessary to preserve the health and welfare of the persons within the Water Service Area.
- b. The Town Administrator, or his or her authorized designee, shall be empowered to utilize any Town equipment or Town personnel she/he deems necessary to accomplish coping with the emergency.
- c. Within 24 hours following a water supply emergency, the Water Commissioner may duly warn a special meeting to formally adopt any applicable rules and regulations as they pertain to the specific emergency. Such rules shall be adopted by a majority vote of the Water Commissioners, shall be recorded in the minutes, posted in five (5) locations within the Town and shall become effective immediately upon adoption. Such rules may remain in effect for a period not to exceed ninety (90) days, or until such time as the emergency is over.

5. Communication

Regular updates will be issued to the public via the Town website, social media, and local radio by the Town Administrator.

8. Amendment History

- Amended 4/2025

Town of Bristol, Vermont

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APPENDIX B: SCHEDULE OF RATES AND CHARGES

1. General Applicability

This schedule applies to all existing and new Water District accounts.

2. Rate Structure & Billing

2.1 Rate Structure

The metered usage rate includes a service charge based on the billing unit (B.U.) plus a rate per 1,000 gallons of usage.

2.1.1 Billing Unit Definitions

- **Residential:** One (1) Billing Unit = One (1) Dwelling Unit.
Each independent living unit served by the water system will be counted as one unit.
Examples are:
 - a duplex is two residential billing units;
 - a house plus two apartments is three residential billing units; and
 - an apartment building with ten apartments would be ten residential billing units.
- **Non-Residential:** The number of billing units is calculated by dividing the annual water use in gallons by 76,650 gallons. The result is rounded to the nearest tenth.

2.1.2 Use Changes

Changes in the use of a property will require a review and may result in an adjustment to the billing unit allocation.

2.2 Current Charges for Water Service

CHARGE TYPE	RATE	NOTES
Quarterly Service Fee (Residential)	\$50.00 per billing unit	Due whether water is physically on or off.
Quarterly Service Fee (Non-Residential)	\$100.00 per billing unit	Due whether water is physically on or off.

Usage Charge	\$6.50 per 1,000 gallons	Based on metered water usage.
Delinquency Charge	\$9.00 plus 1.5% monthly interest	Applies to unpaid balances over 30 days past due.

2.2.3 Service Charge Policy

This service charge is due as long as the service connection is physically connected to the main line, regardless of whether water is on or off. No abatement of rates will be allowed due to disuse, diminished use, or vacancy of the premises.

3. Connection Fees

3.1 Standard Connection Fees

FEE	AMOUNT	NOTES
¾" meter	\$1,850	
1" meter	\$2,150	
Greater than 1" meter	\$2,150 base fee	Plus, actual costs for larger meter and appurtenances (e.g., meter pits, backflow preventers).

3.2 Connection Fee Includes

- Review of application by staff, Town Engineer, and/or Water Operator.
- One meter set sized equal to the service line.
- Up to 4 hours of Water Operator time to witness a new tap and curb stop or meter pit installation.
- Up to 4 hours of Water Operator time to install the new meter set.

3.3 Payment Terms

The fee is payable at the time of application. If the connection includes more than one account, a fee is required for each new account.

4. Special Fees and Charges

All fees are in accordance with Vermont law (24 V.S.A. Chapter 129) and shall not exceed statutory maximums.

4.1 Collection and Reconnection Fees (24 V.S.A. § 5151)

FEE	AMOUNT	NOTES
Collection Trips	\$25.00 maximum	Regardless of the number of attempts.
Reconnection Fee (Normal Hours)	\$25.00	Monday-Friday, 8:00 AM - 4:30 PM.
Reconnection Fee (After Hours, Holidays, Weekends)	\$37.50	

4.2 Other Service Fees

FEE	AMOUNT	NOTES
Inaccessible Touch Pad	\$25.00	
Surcharge for Failure to Provide Access (Bristol Water Ordinance Sections 2.13 and 2.14)	\$25.00 (1st) \$37.50 (2nd) \$50.00 (subsequent)	
Unscheduled Meter Reading	\$75.00	For property transfers, etc.
Bulk Water Purchase (from Town hydrant)	\$75.00 (users) / \$100.00 (non-users)	For up to 10,000 gallons. An additional \$6.50 per 1,000 gallons applies thereafter.
Temporary Service	At current water usage rates	Plus, costs for connection, materials, and labor at \$75.00/hour.

5. Disconnection Procedures

All disconnection procedures shall comply with 24 V.S.A. Chapter 129.

5.1 Notice Requirements

Notice must be on a **pink** form and sent within 40 days of delinquency, postmarked 14-20 days prior to disconnection.

5.2 Disconnection Prohibited When

- The delinquent amount is less than \$15.00.
- The delinquency is due to disputed charges, deposits, or special assessments.
- Disconnection would create an immediate health hazard (physician's certificate required).
- A reasonable payment agreement has not been offered.

5.3 Disconnection Schedule

Disconnection shall only occur between 8:00 AM and 2:00 PM on business days (Monday-Thursday, excluding holidays).

5.4 Service Restoration

Service will be restored within 24 hours after the cause for disconnection is removed.

6. Interest on Delinquent Accounts

Interest may be assessed if voted by the municipality (32 V.S.A. § 5136).

6.1 Interest Rate Structure

- **First Three Months:** Maximum 1.0% per month on unpaid balances over 30 days past due.
- **After Three Months:** Maximum 1.5% per month on unpaid balances over 30 days past due.
- Interest is calculated for any fraction of a month as if it were the entire month.

6.2 Authorization Requirements

The Town must vote to authorize interest collection, and this authority continues annually until a new vote is taken.

7. Legal Authority

- **Lien Authority:** Unpaid water charges constitute a lien on the real estate, similar to property taxes, per 24 V.S.A. § 3306.
- **Legal Compliance:** This schedule complies with Vermont Title 24, Chapter 129, with all fees at or below the statutory maximums (24 V.S.A. § 5151).

8. Amendment History

- Amended 6/2018
- Amended 6/2019
- Amended 5/2020
- Amended 5/2021
- Amended 9/2022
- Amended 9/2024

- Amended 9/2025 – Approved at 2025-09-22 Selectboard Meeting

Town of Bristol, Vermont

Water Use Ordinance

APPENDIX C: CONSTRUCTION SPECIFICATIONS

1. General Specifications

1.1 General Authority

The Town shall utilize construction specifications and standards as it deems to be in the best interest of the water system.

1.2 Applicable Standards & Regulations

The construction specifications and standards applicable to the Town water system are set forth in this Appendix C and may include rules, regulations, and requirements as specified by:

- a. Vermont Health Department
- b. Vermont Water Supply Division
- c. Environmental Protection Agency
- d. American Water Works Association (most recent specifications)
- e. The Town of Bristol
- f. Any other State or Federal agencies having jurisdiction

1.3 Materials & Equipment Standards

The materials and equipment used shall meet the most recent Vermont Chapter 21 Water Supply Rules and American Water Works Association (AWWA) specifications and shall be compatible with materials and equipment utilized in the existing Town's water system.

2. Service Line Requirements

2.1 Town Side Service Connection (Distribution Main to Curb Stop)

2.1.1 Lines Up to 2 Inches

- **Pipe Types:** Type K copper ONLY
- **Certifications:** All materials must be NSF certified with minimum 250 psi pressure rating
- **Required Materials:** Type K copper piping, brass fittings, saddles, corporation stops, curb stops

- **Installation:** Full-length piping runs preferred (no splices when possible)
- **If splices required:** Use appropriate brass compression fittings only
- **Pipe Diameter:** Must be confirmed with Town Water Operator prior to installation
- **Repairs:** Materials and fittings at Town Water Operator's discretion

2.1.2 For Lines Over 2 Inches

- **Required Materials:** Ductile iron OR C-900 PVC

2.1.3 Tracer Wire Requirements (Town Side)

- **For C-900 PVC installations:**
 - **Wire Specifications:** Minimum 12-gauge, 30 ml copperhead, high-strength PVC coated
 - **Installation:** Attached along entire line length from distribution main to curb stop
 - **Access Point Requirements:**
 - **Standard:** Snake pit light duty with blue single termination cast iron lid and access point
 - **Heavy-duty required:** If wire access point and curb box installed in vehicle traffic areas

2.2 Customer Side Service Line (From Curb Stop to Building)

2.2.1 Lines Up to 2 Inches

- **Pipe Types:** Type K copper OR CTS SDR 9 HDPE piping
- **Certifications:** All materials must be NSF certified with minimum 250 psi pressure rating
- **Required Materials:** Piping, fittings, saddles, corporation stops, curb stops
- **CTS SDR 9 HDPE Special Requirement:** Must use stainless steel pipe stiffeners (inserts) with all compression fittings
- **Installation Preferences:**
 - **Preferred:** Full-length piping runs from curb stop to home/business (no splices)
 - **If splices required:** Use appropriate NL-style brass compression fittings only
- **Pipe Diameter:** Must be confirmed with Town Water Operator prior to installation
- **Repairs:** Fittings and materials at Town Water Operator's discretion

2.2.2 For Lines Over 2 Inches

- **Required Materials:** All C-900 PVC or CTS SDR 9 HDPE piping

- **Coverage:** Entire length from curb stop/valve box to building/facility

2.2.3 Tracer Wire Requirements (Customer Side)

- For CTS SDR 9 HDPE Piping:
 - **Wire Specifications:** Minimum 12-gauge, 30 ml copperhead, high-strength PVC coated
 - **Installation:** Attached along entire line length from curb stop to building/facility
 - **Access Point Requirements:**
 - **Standard:** Snake pit light duty with blue single termination cast iron lid and access point
 - **Heavy-duty required:** If wire access point and curb box installed in vehicle traffic areas
- **For C-900 PVC or CTS SDR 9 HDPE Lines Over 2 Inches:**
 - **Installation Required:** All C-900 PVC or CTS SDR 9 HDPE piping installations
 - **Coverage:** Entire length from curb stop/valve box to building/facility
 - **Wire Specifications:** Minimum 12-gauge, 30 ml copperhead, high-strength PVC coated
- **For Larger Lines (C-900 PVC or CTS SDR 9 HDPE)**
 - **Installation Required:** All C-900 PVC or CTS SDR 9 HDPE piping
 - **Coverage:** Entire length from curb stop/valve box to building/facility

2.4 Service Line Bedding Requirements

Service lines shall be bedded in:

- 4 inches of sand below the pipe
- 12 inches of sand above the pipe

3. Water Meter & Main Specifications

3.1 Interior Meter Touch Pad Wiring Requirements

For water meters installed inside buildings:

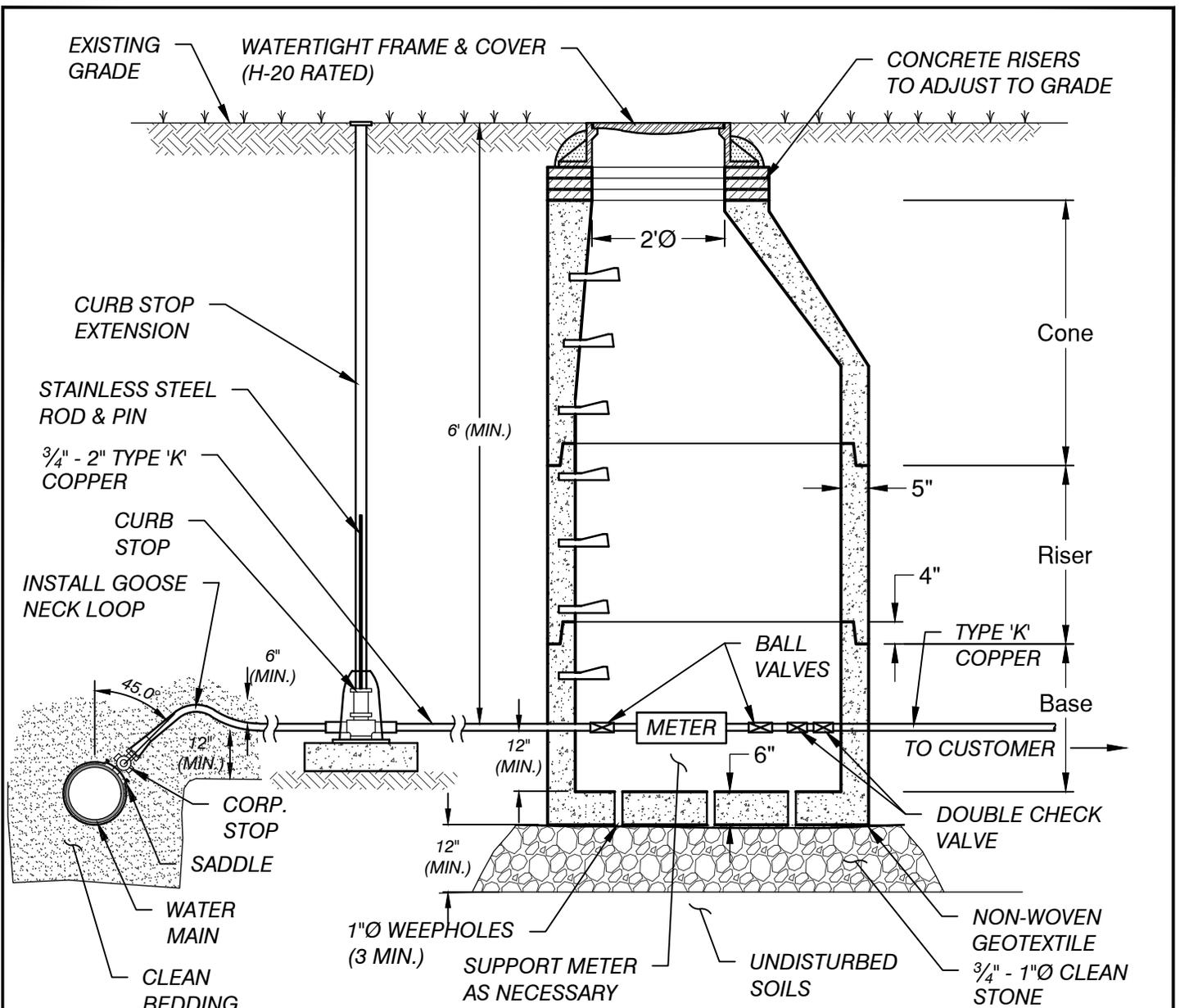
- Install 1/2" conduit to route touch pad wiring from meter location to accessible exterior reading point
- Conduit installation shall follow same routing and protection standards as other utility services entering the building
- Conduit shall provide continuous protection for the wiring run

3.2 Water Main Design Requirements

Water mains shall be designed by a registered Vermont Professional Engineer. The design shall follow the design standards outlined in the most recent revision to the Vermont Water Supply Rules.

Amendment History:

- Amended 6/2018
- Amended 6/2019
- Amended 5/2020
- Amended 5/2021
- Amended 9/2022
- Amended 9/2024
- Amended 8/2025 (Approved at Selectboard meeting 2025-08-28)



STANDARD METER PIT DETAIL - (3/4" - 2")

SCALE: N.T.S.

MANHOLE SPECIFICATIONS

(CAMP PRECAST STANDARD OR EQUIV.)

- CONCRETE MINIMUM STRENGTH-5,000 psi @ 28 DAYS
- MEETS ASTM C478
- H-20 LOADING
- WEIGHTS SUBJECT TO VARIATION

EQUIPMENT SPECIFICATIONS

1. ALL MATERIALS SHALL BE AWWA/NSF CERTIFIED AND APPROVED BY THE TOWN.
2. SADDLE - ROMAC 202NS
3. CORP STOP - BRASS NL STYLE WITH 250 psi MIN.
4. CURB STOP - BRASS NL STYLE WITH 250 psi MIN.
5. COPPER TUBING - TYPE 'K', SEAMLESS, 250 psi MIN.
6. CHECK VALVES - BRASS SWING CHECK, 250 psi MIN.
7. CURB BOX - SLIP TYPE CAST IRON
8. BALL VALVES - BRASS BALL VALVES, 250 psi MIN.
9. METER - (3/4" - 2") - SUPPLIED BY TOWN

**STANDARD METER
PIT DETAIL**

TOWN OF BRISTOL
1 SOUTH STREET, P.O. BOX 249
BRISTOL, VT 05443
(802) 453-2410



DRAWING

W-1

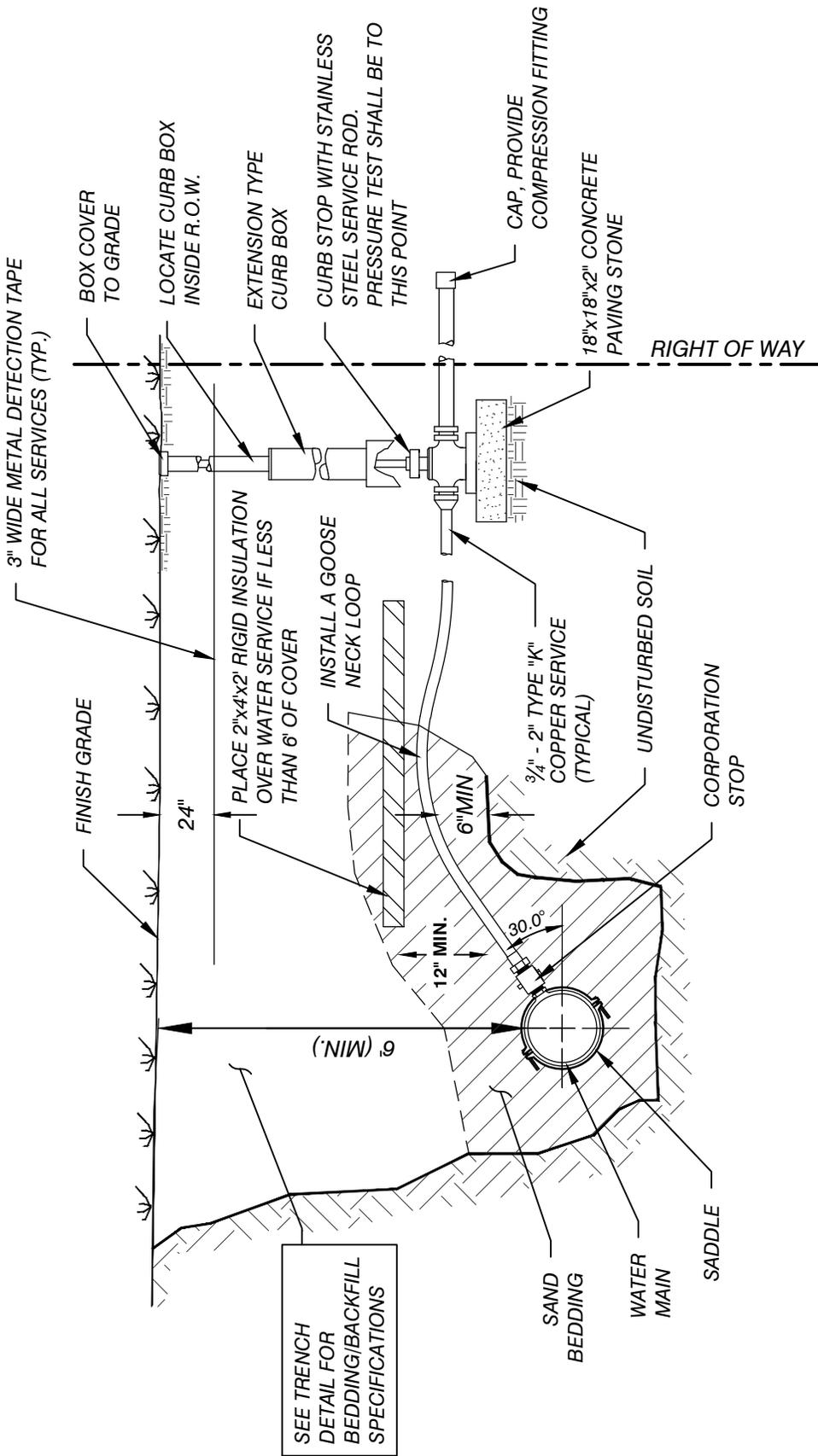
TYPICAL SERVICE CONNECTION DETAIL

TOWN OF BRISTOL
 1 SOUTH STREET, P.O. BOX 249
 BRISTOL, VT 05443
 (802) 453-2410



DRAWING

W-2



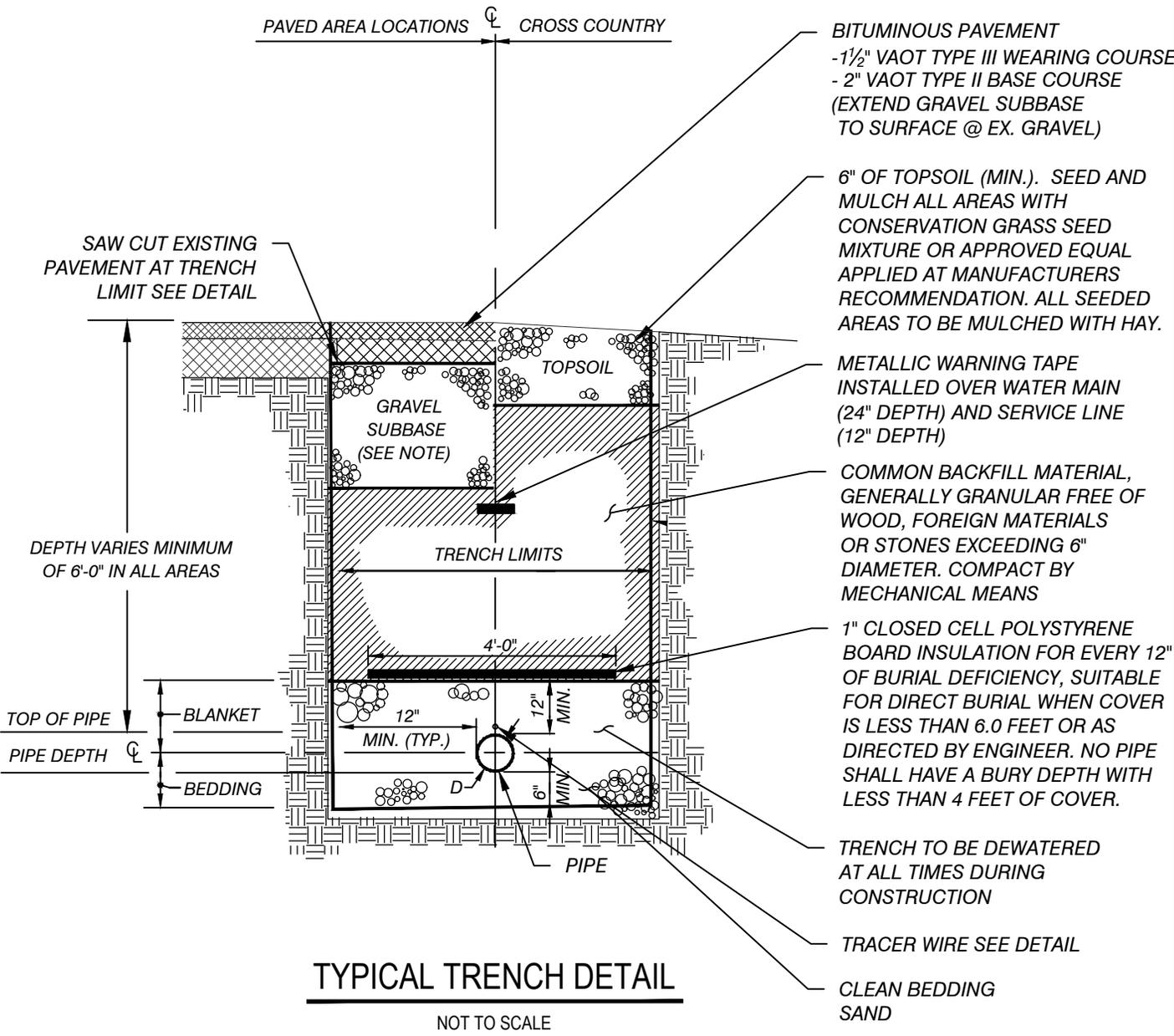
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5. COPPER TUBING - TYPE 'K', SEAMLESS, 250 psi MIN.
6. CHECK VALVES - BRASS SWING CHECK, 250 psi MIN.
7. CURB BOX - SLIP TYPE CAST IRON
8. BALL VALVES - BRASS BALL VALVES, 250 psi MIN.
9. METER - (3/4" - 2") - SUPPLIED BY TOWN

TYPICAL SERVICE CONNECTION DETAIL - 3/4" ~ 2"

NOT TO SCALE

- NOTES**
1. SPIRAL WRAP TEFLON THREAD SEALANT TAPE ON ALL CORPORATION STOPS. LIQUID THREAD SEALANTS ARE NOT ACCEPTABLE..
 2. ALL BOXES TO BE RAISED TO GRADE WITH NO USE OF INSERTS.



TYPICAL TRENCH DETAIL

NOT TO SCALE

NOTES (UNLESS OTHERWISE SPECIFIED):

1. COMMON BACKFILL MATERIAL - SHALL BE NATIVE MATERIAL CONTAINING NO STONES GREATER THAN SIX INCHES IN DIAMETER, SHALL BE FREE OF ORGANIC MATTER, TOPSOIL, PEAT, MUCK, AND PAVEMENT OR OTHER UNSUITABLE MATERIAL. ALL MATERIAL TO BE PLACED IN 12" MAX. COMPACTED LIFTS. BACKFILL DESIGNATED "COMPACTED" MEANS 90% MAXIMUM DRY DENSITY, MODIFIED PROCTOR. FILL PLACED BELOW AND AROUND PIPES MUST ALSO MEET THIS REQUIREMENT.
2. GRAVEL SUBBASE MATERIAL SHALL MEET VAOT 704.05 SPECIFICATIONS OR TOWN APPROVED EQUAL. MATERIAL SHALL BE PLACED IN 12" MAX. COMPACTED LIFTS.
3. BEDDING MATERIAL - BEDDING SHALL PROVIDE FIRM, UNIFORM SUPPORT OVER LENGTH OF PIPE. BEDDING SHALL BE CLEAN SAND.
4. SUITABLE MATERIAL IN ROAD SHOULDERS, WALKWAYS AND TRAVELED WAYS, SHALL BE NATURAL MATERIALS EXCAVATED DURING THE COURSE OF CONSTRUCTION, BUT SHALL EXCLUDE DEBRIS, PIECES OF PAVEMENT, ORGANIC MATTER, TOPSOIL, ALL WET OR SOFT MUCK, PEAT OR CLAY, ALL EXCAVATED BEDROCK MATERIAL AND ALL ROCKS OVER SIX INCHES OR ANY MATERIALS WHICH DETERMINED BY THE TOWN, WILL NOT PROVIDE SUFFICIENT SUPPORT OR MAINTAIN THE COMPLETED CONSTRUCTION IN A STABLE CONDITIONS.

TYPICAL TRENCH DETAIL

TOWN OF BRISTOL
 1 SOUTH STREET, P.O. BOX 249
 BRISTOL, VT 05443
 (802) 453-2410



DRAWING

W-3

Town of Bristol, Vermont

Water Use Ordinance

APPENDIX D: EASEMENT TEMPLATE FOR WATER LINES OUTSIDE OF THE PUBLIC ROW

WATERLINE QUITCLAIM DEED and EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS, that _____ of Bristol, in the County of Addison, and State of Vermont (Grantors), for good and valuable consideration, the receipt of which is hereby acknowledged, by these presents does GIVE, GRANT, SELL, CONVEY, and CONFIRM unto the TOWN OF BRISTOL, a Vermont municipality situated in the County of Addison, and State of Vermont (Grantee) and its successors and assigns, an easement or easements in perpetuity, thirty-three feet (33') in uniform width, for the purpose of installing, repairing, maintaining, restoring, and/or replacing waterlines, together with all appurtenances thereto, on, under, and through the following property:

This waterline easement shall extend 16.5 ft. on each side of the [4-inch] waterline which is connected to the existing water main of the Town of Bristol located in the highway right-of-way of [_____ Road]. The easement for this [4-inch] waterline shall have a total width of 33 ft. The [4-inch] waterline runs generally parallel to and along the east side of _____ and is depicted on the Site Plan dated _____ prepared by _____, which is recorded in the land records of the Town of Bristol in hanger _____. The purpose of this [4-inch] waterline is to serve the lands and premises of the

_____ of the _____ approved by the subdivision permit decision of the Development Review Board of the Town of Bristol dated _____.

Being a portion of the land and premises conveyed to _____ by _____ dated _____ and recorded in Book ____, Page ____ of the Bristol Land Records.

Reference is hereby made to the above-mentioned instruments, the records thereof and the references therein contained in further aid of this description.

Grantor, and its successors and assigns, shall have the right to make use of the surface of the land subject to this right-of-way easement such as shall not be inconsistent with the use of the easement by the within Grantee, but specifically shall place no structures, landscaping, or other improvements within said right-of-way easement which shall prevent or interfere with the Grantee's ability to exercise its rights granted hereunder.

The Grantee, Town of Bristol, for itself and its successors and assigns agrees that any premises affected by its entry pursuant to this right-of-way easement shall be restored to grade, seeded, and mulched. If Grantor or its successors or assigns, including without limitation the owners of Lots [x, y, or z], installs any improvements, trees, or landscaping in the waterline easement area which the Town of Bristol needs to remove in order to gain access to the [4-inch] waterline for maintenance, repair, or replacement, the Town of Bristol shall have no duty or obligation to restore the such improvements after the completion of the Town's work related to the [4 inch] waterline.

TO HAVE AND TO HOLD said granted premises, with all privileges and appurtenances thereof, to the Grantee, its successors and assigns, to its own use and behoof forever; and the

Grantor, for itself, its successors and assigns, does covenant with the Grantee, its successors and assigns, that until the ensembling of these presents Grantor is the sole owner of the lands and premises and has good right and title to convey the same in the manner aforesaid, that the lands and premises are FREE FROM EVERY ENCUMBRANCE; and Grantor hereby engages to WARRANT AND DEFEND the same against all lawful claims whatever.

DATED at _____, Vermont this _____ day of _____, ____.

[Name, Title, Representative]

STATE OF VERMONT

ADDISON COUNTY, SS

This record was acknowledged before me on _____, 2025, by
_____, _____.

_____, Notary Public

My Commission Expires: 1/31/2025

Notary Stamp:



Town of Bristol

1 South Street
P.O. Box 249
Bristol, VT 05443
(802) 453-2410
www.bristolvt.org

WATER/SEWER INFORMATION

NEW OWNER FORM

Please submit with Property Transfer Tax Return.

DATE OF CLOSING:	
PARCEL ID #:	
PROPERTY LOCATION:	
PROPERTY OWNER(S): (As shown on Deed or legal document)	
PROPERTY OWNER(S) MAILING ADDRESS:	
PROPERTY OWNER(S) PHONE NUMBER:	
PROPERTY OWNER(S) EMAIL ADDRESS:	
PROPERTY OWNER SIGNATURE:	
DATE:	

Town of Bristol, Vermont

Water Use Ordinance

APPENDIX F: INSPECTION, TESTING, AND CERTIFICATION SPECIFICATIONS

1. Field Inspection

All water main extension projects (public or private) shall be performed under the responsible charge of a Vermont Licensed Professional Engineer.

2. Flushing, Pressure Testing, and Bacteriological Testing

Prior to being placed into operation, newly constructed water mains shall be flushed, pressure tested, disinfected, and flushed again. Bacteriological sampling and testing shall then be conducted. Bacteriological sampling and testing shall be conducted in accordance with the most recent version of the Vermont Water Supply Rules.

3. Submission of Record Drawings

For newly constructed water mains, record drawings shall be prepared by prepared under the direction of a Vermont Licensed Professional Engineer responsible for the observation and construction of the proposed project and shall depict the system as it was constructed, including any field modifications. Record drawings shall be dated, contain the engineer's seal and signature on each sheet. The record drawings shall be submitted to the Town within 60-days of project completion.

4. Certification

Within 60 days of completion, all newly constructed water mains shall submit to the Town of Bristol a written certification from the Engineer or Wastewater System and Potable Water Supply Designer. The certification shall contain the following language in a signed affidavit:

"I hereby certify that in the exercise of my reasonable professional judgement, the construction-related information submitted for the (add project description) project is true and accurate.

The components that were installed:

- a. Were installed in accordance with the permitted design and all permit conditions*
- b. The record drawings are accurate and complete*
- c. The water system components were properly inspected, tested and meet the performance standards of the Town of Bristol and the Vermont Water Supply Rules.*

Copies of all applicable testing and laboratory information shall be included with the certification.”

8. Amendment History

- Amended 7/2025