

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT / STREETS AND UTILITIES COMMITTEE  
MINUTES**

**Berryville-Clarke County Government Center  
101 Chalmers Court, Berryville, VA 22611**

**Tuesday  
November 25, 2025  
3:30 pm**

---

**Members of the committee present:** Paul Perez; Ryan Tibbens, Chair

**Staff present:** Jean Petti, Deputy Town Manager; Terry Russell, Community Development Director

**1. Call to Order**

Mr. Tibbens called the meeting to order at 3:37 p.m.

**2. Approval of Agenda**

The agenda was approved by consensus on a motion by Mr. Perez.

**3. Unfinished Business**

**Wayfinding Signs**

Jean Petti provided a Wayfinding Signs update. VDOT has provided assurances that the design is approved and should shortly be returned to the Town so that a Request for Bid can be issued in late 2025 or early 2026. Mr. Tibbens asked if the project was expected to be accomplished on budget and, if not, would it be scalable. Mrs. Petti responded that the revision would bring the project closer to budget and if the entire project could not be accomplished within budgetary limits, the plan is to fabricate the signs and phase installation. She noted that mobilization and installation were individual line items on the bidding form. Signs are expected to be fabricated and installed in 2026.

**Mosby/East Fairfax Sidewalk Project Update**

Terry Russell presented a summary of the anticipated schedule for the installation of sidewalk along Mosby Boulevard and East and West Fairfax Streets. The project is on track for completion by February 2026, weather permitting. Mr. Tibbens asked where any concerns from residents should be directed and Mr. Russell responded that he would be available to answer questions as they arise.

**Street Paving Update**

Mrs. Petti reviewed the contractual changes to 2025 Paving, Milling, and Line Striping. As the contractor, Stuart M. Perry, did not perform shoulder restoration within the contract time frame and has been unable to provide an anticipated completion date, the Town approached VDOT for assistance and will complete the task. Payment to the vendor will be adjusted. Line striping omissions remain and the vendor has committed to returning to finish.

## **Water Main Upgrade Update**

Mrs. Petti updated the committee regarding utility improvements for Dorsey Street, which are on track for December 2025.

## **4. New Business**

### **Service Line Warranty Program**

The first item of new business was consideration of a Service Line Warranty program. The Town was approached by Home Serve to endorse a marketing campaign for utility customers who may be interested in insuring their water and sewer lines against blockages and breakage. Mr. Perez noted a desire to explore more thoroughly the quality of customer service that participants experience and Mr. Tibbens concurred. Both council members expressed reservations about endorsement, with Mr. Tibbens suggesting that educating utility customers about the availability of such programs without endorsing one may be more appropriate. Both Mr. Perez and Mr. Tibbens unequivocally rejected the optional royalty to the Town that is available under the program. Mr. Tibbens shared with the committee that he had discovered that insurance at the discounted rates was already available through Washington Gas. The committee directed staff to collect a review proof of what would be mailed to customers and prepare a draft of an educational notice that could be added to the Town website or included in a mailing that would not provide endorsement of any particular insurance vendor. The committee will consider these at the next regularly scheduled meeting.

### **Community Service Line Inventory**

The second item of new business was an update from Mrs. Petti regarding the Community Service Line Inventory. The Town of Berryville is in compliance with the development of the inventory and the inventory is available for public review. All water customers who may be at risk of lead exposure, e.g., those with "Unknown" materials in their water laterals, have received a letter instructing them to call or email the Town for assistance in determining the material of their water line. All of the water mains are known, though some records require substantiation, and approximately 60% of the water laterals are known and recorded. No lead lines have been found, and none are suspected to exist. In Spring 2026, all water meter crocks will be opened to verify the material of Town-owned and customer-owned lines. These records will be cross referenced with field inspections and customer self-reporting results. By 1 November 2027, the Town expects to have inventoried every main, connector, and lateral served by the Town's waterworks.

## **6. Other**

### **Pedestrian Bridge over the Town Run in Rose Hill Park**

Under the agenda item "Other", was a single item, a discussion of the pedestrian bridge over the Town Run in Rose Hill Park. As the bids for replacement exceeded the budget, Town Manager Keith Dalton has requested direction from Town Council. Committee members discussed the possibility of prefabricated bridge options, a shorter/flatter bridge run, different material selection, and the possibility of having community in-kind participation. Mr. Russell addressed the limitations imposed by ADA compliance and Mrs. Petti noted the challenges of working over/in a protected waterway. Mrs. Petti promised to relay their comments to Mr. Dalton as he explores options.

**7. Adjournment**

The meeting adjourned at 4:57 p.m.