

MaineDOT Utility Task Force Meeting
March 28, 2013
MaineDOT Conference Room 216
Chair: Mike Moreau
Minutes

Attendees: See list at end of document.

Agenda: Follow Up: Link to High Traffic Corridor Map, Holiday Work Schedule Policy, and Permitting in Compact Areas. **New Topics:** 2013 Project Advertise Schedule and 2014/15 Information, Coordinating Utility Betterment Projects with MaineDOT Projects, Adjusting Utility Structures in Pavement and New Draft Standard Detail for Gas, Water, Sewer Valve Boxes, Opportunities for MaineDOT Coordinators to Learn Utility Construction Requirement, Methods, Limitations, Capabilities ..., Construction Lessons Learned and Open Forum.

Mike opened the meeting by welcoming all and thanking them for attending. Introductions were done by the group and handout shared.

Follow Up Items –

- Link to High Traffic Corridor Map – Utility work being done separate from MaineDOT projects; handling of schedules and complaints. We are working to receive prior warning on non-DOT utility work in areas where active MaineDOT project are ongoing.
 - o Gerry Audibert is working on a map outlining High Traffic Corridor areas; not available yet; until it is please use map shared in our last meeting. Also working on advance warning process to inform MaineDOT, town and public
- Holiday Work Schedule Policy- Need to Check 3 Places for each project:
 - 1) General Policy available on web site – standard specification Section 107.3.3 covers holiday work schedule. No Sundays or Holiday unless approved prior – Website Screen display provided by Mike.
 - 2) Check the 107 Supplemental Specifications (Project Green Book) in the contract book for the project.
 - 3) Check the project Special Provision 107 (Also in Project Green Book)
- Permitting in Compact Areas – MaineDOT is not the permitting authority, but MaineDOT Accommodation Policy Rules still apply in these areas. Seeing disconnect between municipality (issuing authority) and contractor.
 - o Please share with MaineDOT areas where you will be doing utility work; ask if MaineDOT has a project planned in the same area.
 - o Coordinators will be proactive and ask municipality if they have opening permits being issued.

Any questions on any of these please ask.

New Items –

- Share 2013 Project Advertise Schedule and 2014/15 Info – Review Webpage – showed information available on website.

- Going to a calendar year schedule; away from fiscal calendar. Currently work plan cover 2013 advertise schedule and 2014/15 information.
- 2013 projects are locked down schedule-wise, see web page:
<http://www.maine.gov/mdot/projects/workplan/monthly/>
- Completing 2014/15 work will depend on available funding.
- Projects will move forward upon funding
- Please review to work plan to learn where MaineDOT has construction projects in 2013 and intends to have projects in 2014/15. Also see Map Viewer (discussed below)

Q – Is this information available in spreadsheet format? Would like to search/sort work in areas we have interest in without having to access on the internet each time.

- Mike will research and advise.

- A quick demo of what the Map Viewer Program can provide for information was shared.

- Able to see where MaineDOT has projects scheduled
- Provided description, funding corridor priority, bridge # and WIN #, etc
- Useful tool available to all public, here's link:
<http://www.maine.gov/mdot/mapviewer/?show=Workplan%2014-15,Workplan%202013,HCP&hide=FFC,MEDOT%20Regions,Wetlands>

Q – Who is the contract person if seeking further details on a project?

- Contract your utility coordinator

- Utility Betterment Projects with MaineDOT Projects – Combine w/Item 1

- Draft of the 'Utility Betterment Plans Data Form' share with all (see attached)
 - Map Viewer may help with this concern
 - Department would like Utilities to share information; helpful for Planning to know what towns the utilities have work scheduled. Information can be submitted electronically
 - Hoping for work to coincide with each other schedules not against.
 - Is this a reasonable request to be making of the utilities? Yes, assuming referring to Capital Improvement job rather than small maintenance work. Correct.
 - If a municipality secures funding for work they want done after this Plan has been shared, what does this do to the schedule? Hopefully nothing but will be a point of discussion to work towards satisfying everyone's schedule. In case of underground utilities, need to pavement opening moratorium, try to include work.

- Adjusting Utility Structures in Pavement and New Draft Standard Detail for Gas, Water, Sewer Valve boxes.

- Gate Valve Boxes settling several months after project completion
- 'Utility Structure' Standard Detail shared to address the concern (copy attached)

- Comments: Easier to lift box then to drop; not able to get compaction when dropped.

- Some contractors will work with us to adjust boxes as needed.

- Propose Metal boxes required in any State or State-Aid ROW
- Propose Valve boxes to meet ASTM A126-04; Frames and covers to meet ASTM A48.

- Looking for Opportunities for MaineDOT Coordinators to Learn Utility Construction Requirement, Methods, Limitations, and Capabilities to better understand what Utility Companies go through.
 - Utility Coordinators are seeking training on utility construction requirements.
 - Is this available – Yes.
 - Summer timeframe would work for the coordinators. Any part of the process would be helpful.
 - Would also like available to Project Managers

- Construction lessons learned – All
 - Suggestion – when working around water/sewer use eccentric cones – they work better, better to adjust grades
 - Underground Utilities – off set cones, use on a case by case situation.

Comment: CMP not following up when Poles are set but lines not; no word on when lines will be moved. How do others know when lines have been moved so other entities can move there?

*JUMS – CMP tracking system on progression of work completed.

*Contractors are also responsible for keeping Utilities on track and moving

*List should be provided to Contractor with contact information for all parties involved – THIS IS FOUND IN ALL 104 UTILITY SPECS FOR MAINEDOT PROJECTS

*Many time it is just lack of communication – Utility is waiting to get the Ok

- Pay Items issue – When utilities have work in our contract, for example water /sewer, they have their own specs and pay item numbers. MaineDOT needs to match those numbers with internal pay item numbers because MaineDOT Resident is responsible for keeping track of construction progress quantities. Several ways: table with corresponding numbers, identify the utilities spec with MaineDOT pay item, etc. Future Ideal is to use MaineDOT pay item numbers for all utility work.
- Work Schedule – Night work; Department front office set the night work requirement on a project; driven by high traffic corridors, traffic delays during day. Situation where utility was told they needed to do they work at night. Staffing level was not available with Utility to handle night work.
- Bid Books & notification – new internal process – If there's 'No Involvement' by Utilities on a Project, contact books will not be mailed to the Utility. The Utility Coordinator will notify you via email regarding the Project being awarded and attach the 104 Spec for your records. If you want a book you may request and one will be provided. If there is "Involvement" by the Utilities, books will be mailed.
 - Everybody good with this change? Yes, but having available as a PDF would be great.
 - **UPDATE: They are available on the web this link:**
 - <http://www.maine.gov/mdot/contractors/>

Action Items:

- Work Plan can it be provided in spreadsheet format? **Provided 4-2-13**
- Share Utility Betterment Plans Data Form electronically **Provided 4-2-13**

3/28/13
Minutes by
Shelly Wood

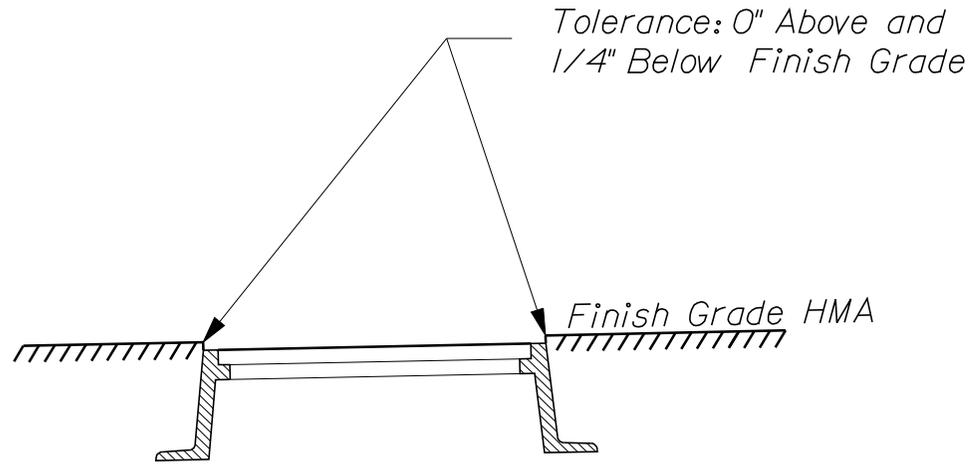
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1) Valve boxes shall meet ASTM A126-04

2) Frames and covers shall meet ASTM A48



UTILITY STRUCTURE
(Manhole, Valve Box, Vault Cover)

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION

PROJECT NUMBER	PROJECT LEVEL	BY	DATE
DESIGN DETAIL			
CHECKED/REVIEWED		SIGNATURE	
DESIGNED BY			
REVISIONS		P.R. NUMBER	
REVISION 1		DATE	
REVISION 2			
REVISION 3			
REVISION 4			
DATE			

UTILITY STRUCTURES

STANDARD DETAIL

SHEET NUMBER

1

OF 1

NOT TO SCALE

UTILITY BETTERMENT PLANS DATA FORM

Date: [Click here to enter text.](#)

Utility/Company:

[Click here to enter text.](#)

Planned Date of Betterment Construction:

[Click here to enter text.](#)

Town:

[Click here to enter text.](#)

Route/Street

[Click here to enter text.](#)

Limits: (for ex. From intersection X to intersection Y, or pole # A to pole # B)

[Click here to enter text.](#)

Project Manager/Contact:

[Click here to enter text.](#)

Contact Phone Numbers:

[Click here to enter text.](#)

Contact Email:

[Click here to enter text.](#)

Impacts to Traffic:

[Click here to enter text.](#)