

DRAFT (to be approved at April 11th meeting)

**Public Works Directors
January 11, 2012**

Present: Mike Shaw (Scarborough), Bob Malley (Cape Elizabeth), Roger Mosley (Standish), Doug Fortier (Windham), Eric Street (Yarmouth), Dennis _____, James Kidder (Bridgton)
Staff/guests: Mike Allen (3M), Eben Marsh (GPCOG), Maddy Adams (GPCOG)

1. Welcome – Mike Shaw, Chairman

Mike Shaw opened the meeting at 9:02 a.m.

2. Acceptance of Minutes from November 9th, 2012

Doug Fortier made a motion accept the minutes of the November 9th, 2011 Public Works Directors' meeting. The motion was seconded and all were in favor.

3. Meeting format discussion

Networking and sharing information at meetings has been very useful. However, with all the media that is out there it probably isn't necessary to meet monthly. We could make the commitment more easily if meetings were on a quarterly basis. The agenda would be more robust; it would be a more helpful format; and perhaps we could meet at other locations. A report-back piece on what's been going on would also be helpful. Bob Malley thought the meetings were very valuable and should continue. It is important to stay together. We do have other opportunities such as PACTS meetings and stormwater meetings but they are not as tuned toward our interests and needs.

Erik Street commented that quarterly meetings would work but he would want to know those dates and meeting topics well in advance. Mike's expectation is that if we put together an interesting and pertinent agenda other directors will attend.

*Bob Malley made a motion to switch to a quarterly meeting format beginning with a meeting on **April 11th at 9:00**. Doug Fortier seconded the motion and it was agreed to by consensus.*

Roger Mosley also noted that knowing the agenda ahead of time would be very helpful. It was agreed that the minutes will be posted to the website in draft form as soon as they are written.

4. Discussion topics to create subcommittees

The idea of subcommittees was discussed. One issue a subcommittee could work on is how we can improve the Cooperative Services website. Mike will distribute a list of possible topics to the Public Works Directors. An agenda will be sent out one month before the meeting. Bob noted that housekeeping things always occur, as well as bids, and they can be addressed as needed. A round-table discussion is also a good idea.

5. Presentation from 3M

Mike Allen of 3M informed the group that we need to be complying with the FHWA Minimums. Mike works out of New Hampshire and covers the New England area. He distributed his business card for anyone who wishes to contact him. He discussed the

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different types of sheeting, signs reflectivity, the mandate itself, how it has been interpreted and how it has changed since it came out. They have a university in St. Paul, Minnesota where they do all their research. Following is a summary of his presentation on protective overlay film.

PREMIUM PROTECTIVE OVERLAY FILM

1.0 **Scope**

This specification covers premium transparent protective overlay film designed for application to sign faces reflectorized with retroreflective sheeting to provide a superior barrier to staining by graffiti and other markings.

2.0 **Description**

The protective overlay film shall be a clear, non-chlorinated, colorless film which may be used in lieu of clear coating. It shall be durable, solvent resistant and shall be coated with a transparent, UV stabilized pressure sensitive adhesive protected by an easily removable paper liner.

3.0 **Compatibility**

The protective overlay film shall be compatible with reflective sheeting and inks used for signing. This compatibility shall be clearly designated by the manufacturers of each component or, alternately, each component shall be produced by a single manufacturer.

4.0 **Performance Requirements**

4.1 **Tensile Strength.** A 1" (25mm) wide sample of protective overlay film, with the liner removed shall have a minimum tensile strength of 4500 psi when tested at 72°F (23°C) using a jaw speed of 5 inches per minute.

4.2 **Dimensional Stability.** The protective overlay film, without adhesive, shall have a minimum melt point of 520°F (270°C).

4.3 **Color.** When protective overlay film is applied in accordance with the manufacturer's recommendation over retroreflective sheeting, the color of the film/sheeting composite shall conform to the color requirements of the screen processed colors for the type of sheeting material used.

4.4 **Transparency.** The overlay film, without adhesive, shall provide a minimum of 95% transmittance of light in the visible range (400 - 700 nanometers.) The overlay film shall remain transparent through the expected life of the sheeting to which it is applied.

4.5 **Solvent Resistance.** The protective overlay film, without adhesive shall show no swelling or crazing after immersion in any of the following solvents for 7 days:

1. Methylene Chloride
2. Toluene
3. Ethyl Acetate
4. Gasoline
5. Mineral Spirits
6. Naphtha

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- 4.6 Cleanability. The overlay film manufacturer shall identify acceptable cleaning systems sufficient to clean paint and other surface contaminants without damaging the sign face.
- 4.7 Field Performance. The expected performance life of a sign face constructed of overlay film and reflective sheeting shall be equivalent to the expected performance life of the retroreflective material used.
- 4.8 Storage. The overlay film, when stored in accordance with the manufacturer's recommendations shall be suitable for use up to 1 year from date of purchase.

TRAFFIC CONTROL DEVICE INVENTORY & MANAGEMENT SYSTEMS:

Complying with the FHWA Minimums (A detailed PowerPoint presentation is attached separately and posted to the website. Please review it for compliance deadline dates and other relevant information. Following are comments made at the meeting.)

Some funding options are:

- MaineDOT Local roads
- FHWA 402 grant program (part of SaFETEA-LU)
- HSIP verbiage influence
- Capital ad operation funding methods
- MPO and TPO

The first step is sign inventory. We need to standardize methods and choose the data management system carefully. 3M does not do fabrication. Eben asked for a scope of services and for Mike to determine if our current sign bid is in compliance. The 2012 deadline for becoming high intensity is up in the air right now. Street name signs need to be in upper and lower case. Mike reviewed the size of the signs in relation to speed limits. The only alternatives to the green background color for street name signs are blue, brown or white. A six inch sign gives you 4" letters. A 9" sign has 6" letters. Manual Uniform Traffic Control Devices (MUTCD) applies to private roads that are open to public travel. Pavement markings are painted with optics.

Bob Malley commented that in order to do the inventory right, you would need to GPS the data. Mike Shaw felt that if there were enough interest, this could be something that could fall under cooperative services. He asked Mike Allen of 3M to give some examples of how people have put bid specs out regarding this. The first piece would be to do the inventory. An implementation plan or strategy will be necessary when the deadline draws nearer.

6. Next Meeting – April 11, 2012

The meeting adjourned at 11:00 a.m.