

## WORKSHOP LOCATIONS

- April 5 (Tues.)** **AUGUSTA**  
Elks Lodge #964  
397 Civic Center Drive (Rte 27)
- April 26 (Tues.)** **BREWER**  
Jeff's Catering  
E/W Industrial Park, 15 Littlefield Way
- April 27 (Weds.)** **PRESQUE ISLE  
INN & CONVENTION CTR**  
116 Main Street
- May 4 (Weds.)** **SOUTH PARIS**  
Paris Fire Dept.  
137 Western Ave (Off Rte 26)
- May 5 (Thurs.)** **ROCKLAND**  
Elks Lodge #1008  
Rankin Street
- May 25 (Weds.)** **SACO**  
Ramada Inn  
352 North Street



**ENROLLMENT:** each workshop will be limited to **40 people**. We will make all efforts possible to involve all interested parties.

The Center will adhere to a strict "first-come, first-served" policy. Your best bet is to **CALL** the Center ASAP at 1.800.498.9133, **EMAIL** or **FAX** your **REGISTRATION FORM** to 624-3301. If you prefer, mail in the attached registration form, but remember, it may take a couple of days to arrive!

## 2016 PROGRAM AGENDA

- 7:30** **REGISTRATION**  
8:00 Introduction  
8:15 Highway Classification  
- Arterials, Collectors, Local  
- LRAP (Local Road Assistance Program)  
- State Urban Compact Areas
- 8:45 10 Commandments of a Good Road  
- Proper Road Construction Process  
- Using Best Soils Available  
- Protect Your Investment
- BREAK**
- 9:45 Drainage  
- Surface & Subsurface  
- Ditches & Culverts  
- Erosion Control
- 10:15 Gravel Roads  
- Summer/Winter Maintenance  
- Material Gradation
- 10:45 Pavement  
- Hot Mix / Warm Mix / Cold Mix  
- Recycled Asphalt Pavement (RAP)
- 11:30** **LUNCH**
- 12:15 Traffic Control and the M.U.T.C.D.  
- Signs / Stripes / Work Zones
- 12:45 Bridges  
- "Bridge Law"  
- Maintenance Responsibility
- 1:00 Snow and Ice Control  
- Pre-wet / Pre-treat  
- Calibrate
- BREAK**
- 1:45 Legal Issues  
- Pothole Statute  
- Tort Claims Act  
- Roadway Safety
- 2:15 Managing Your Highway Department  
- Local Road Inventory  
- Road Right-of-way Widths  
- Software Programs
- 3:30** **ADJOURN**

### INSTRUCTORS

*Pete Coughlan, Director*  
*Jerry Douglass, Program Manager*  
*Phil Curtis, Road Ranger*

# ROADWAY FUNDAMENTALS WORKSHOP

## REGISTRATION FORM

Please call 1-800-498-9133, Fax us 624-3301, email [robert.stevens@maine.gov](mailto:robert.stevens@maine.gov), or return this form by mail so that we can have it at least **THREE** working days before the workshop date to:

Muni. / Organ.: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_ MCAPWA Id Number \_\_\_\_\_

**MAINE LOCAL ROADS CENTER**  
(address on reverse side)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**REGISTRATION FEE: \$40** for first registrant and **\$25** for each additional person from the same municipality. **\$10 Discount for MCAPWA individual members!** Please indicate on this form (includes handouts and lunch). Copy registration form if necessary.

Make checks payable to:

**Treasurer, State of Maine**

Please **circle** which class: **Augusta** **Brewer**

**Presque Isle** **South Paris** **Rockland** **Saco**

**SORRY, NO REFUNDS**

## WHO SHOULD ATTEND

- Newly elected / hired town officials
- Selectmen
- Town managers
- Road commissioners/foremen
- Anyone involved with local road work

If you need to understand the general principles of building and maintaining local roads, this workshop can provide you with an excellent foundation for the upkeep of local roads.

For “newcomers” to the local road business, this workshop will be especially helpful. For “experienced” local road officials, this workshop will undoubtedly provide a better understanding of some topics or refresh your understanding of other topics.

If you are working on becoming a Maine “**ROADS SCHOLAR**”, this is one of the **REQUIRED** courses.

## WHAT WILL BE COVERED

These subjects will be covered in a general sense with not a lot of details.

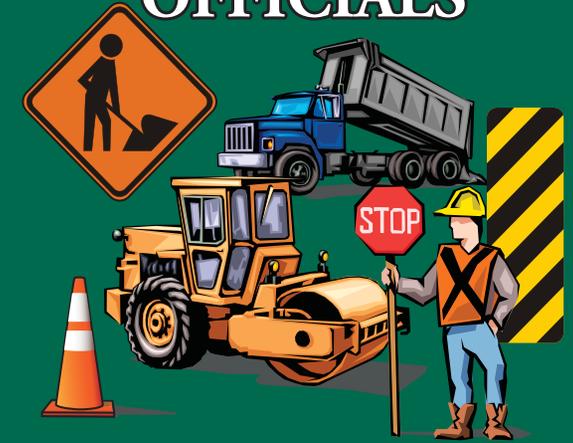
- Road Classification
- Roadway Design
- Drainage (Surface & Subsurface)
- Culverts
- Ditching
- Gravel
- Asphalt Pavement
- Traffic Issues
- Legal Issues
- Roadway Management
- Snow & Ice Control
- Bridge Maintenance Issues

MAINE LOCAL ROADS CENTER  
Maine Department of Transportation  
Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016

**RETURN SERVICE REQUESTED**

PRSRT STD  
U.S. POSTAGE  
PAID  
PERMIT NO .8.  
AUGUSTA, MAINE

# ROADWAY FUNDAMENTALS FOR MUNICIPAL OFFICIALS



(A “ROADS SCHOLAR” REQUIREMENT)

Sponsored by  
**MAINE LOCAL ROADS CENTER**  
A Cooperative Program by  
-MaineDOT-  
and  
-Federal Highway Administration-



U.S. Department of Transportation  
Federal Highway Administration