

SIGN POLICY - MAINTENANCE AND PROCEDURE
TOWN OF BRANDON, VT
Adopted February 11, 2013

PURPOSE:

The purpose of this document is to establish a Sign Policy that regulates the posting of traffic signs as well as incorporating a maintenance plan that will provide the town of Brandon, Vermont (VT) with consistent procedures by which to maintain traffic signs (devices) in compliance with federal standards set forth in the Manual on Uniform Traffic Control Devices (MUTCD), 2009 edition. The town of Brandon, VT does recognize and officially adopt policies established in the MUTCD code and recognizes that the MUTCD rules are adopted, by reference, into the Code of Federal Regulations. Be it known that as the MUTCD is revised, practices within this accepted document shall comply with successive revisions. This document is written to describe maintenance protocols, general practices, and the type of maintenance plan used to achieve desired standards. While the plan is intended to incorporate all necessary criteria, ongoing review and edits will provide scrutiny needed to make sure all updates and corrections occur annually, or as the federal guidelines are revised or altered.

GENERAL INFORMATION:

Signs shall be defined by their function as follows:

- A. Regulatory signs – give notice of traffic laws or regulations. Examples are “STOP”, “YIELD” and “SPEED LIMIT” signs.
- B. Warning Signs – give notice of a situation that might not readily be apparent. Examples are “BUMP”, “ONE LANE BRIDGE” and “DEAD END”.
- C. Guide signs – show route designations, directions, distances, services, points of interest and other geographical, recreational, or cultural information. Examples are street signs.

SIGN REQUESTS:

Requests for new signage by the public may be made by submitting a letter to the Public Works Director, Highway Department, or by voicing a request at a regularly scheduled Select Board meeting. Requests shall be reviewed by the Public Works Director to determine their feasibility with regards to standards set for the by the current MUTCD, as dictated by state and municipal guidelines. If a sign is deemed necessary, arrangements shall be made to purchase necessary signage and hardware (whether it be the Town or the requesting party), and to install said signage. The Town will not be responsible for signage on private property that lies outside of the right-of-way (ROW).

The decision to install new warning signs shall be made on the “basis of either an engineering study or the application of engineering judgment” (MUTCD, 2009 edition). Please note, however, that it is also stated in the MUTCD (2009 edition), that “the use of warning signs should be kept to a minimum as the unnecessary use of warning signs tends to breed disrespect for all signs”. It is further written that “regulatory and warning signs should be used conservatively because these signs, if used in excess, tend

to lose their effectiveness". In short, the town should try to minimize the amount of signage along it's roadsides.

PROCEDURE:

The town of Brandon, VT acknowledges the need to incorporate sign maintenance into short and long term maintenance schedules. Scheduling and procedures to be followed will be based on consideration of the following factors: significance of the traffic device to driver safety, condition and effectiveness of the device, compliance with established standards, and whether sign condition presents an immediate hazard.

Repair and maintenance decisions will be addressed by the Public Works Director and/or the Highway Foreman and appropriate records will be maintained as designated in this plan.

In performing sign maintenance, all workers will observe work-zone safety procedures established in the MUTCD manual. Sign maintenance decisions will strive for improvement of general roadway safety through proper placement and maintenance. Intersection "Stop" and "Yield" signs shall receive an urgent response.

The sign maintenance policy will be updated as new technologies, compliance standards, and service goals are recognized.

GENERAL PRACTICES:

This section explains the general practices that will be employed to maintain signs in a safe and compliant condition. These practices are established based on criteria that enhance general roadway safety, proper application of the MUTCD rules and guidelines, and the practical capabilities of the town personnel to perform these duties within their resources.

SIGN MAINTENANCE RECORDS

1. **Inventory/Assessment** – An initial inventory will be performed to include the current condition and location of existing signs and the actions needed to upgrade, change, or eliminate the current sign.
2. **Recordkeeping** – Ongoing recordkeeping will be established to record future maintenance and upgrades as they occur. Also, records will reflect the status of existing signs in the field and what maintenance may be required to bring the signs up to current standards.

METHOD OF EVALUATION:

The town of Brandon, VT will evaluate signs based on "Expected Life". This method uses the life expectancy of the sheeting material used by the sign manufacturer and signs are to be replaced when the expectancy has expired. A 10 year "expected life" is currently the standard for sign sheeting manufacturers.

All signs installed are labeled with the install date and information is separately recorded. This will enable the town to estimate service life when signs may need replacement and to allow the town to re-evaluate life expectancy estimates based on accumulated replacement histories.

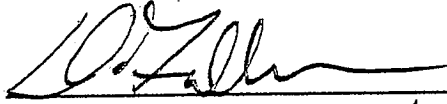
SCHEDULING SIGN REPLACEMENTS:

- All hazardous conditions that threaten the safety of the travelling public will be addressed as quickly as possible and temporary measures will be employed, as needed, to ensure public safety. Stop and Yield signs are examples of critical signs that will require immediate attention.
- Less critical signs that are damaged or missing will be replaced in a timely manner, dependent on workload, resources, availability, and weather. Ten (10) to twenty (20) days is the expectation. Speed limit and Street signs are examples.
- Sign replacements will be balanced against other needs such as road improvements, large storms, flooding, road-side mowing, and other items that contribute to traveler safety.
- Current MUTCD guidelines will be referenced for all sign installations.

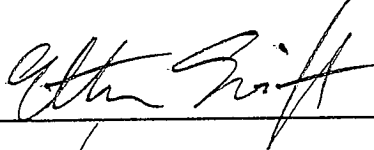
This plan was reviewed and accepted by the Town of Brandon Select Board and is on file at the Town Clerks Office and available for viewing on the Town web-site (townofbrandon.com).

The Town of Brandon, VT has reviewed and adopted the SIGN POLICY - MAINTENANCE AND PROCEDURES on this date 2/25/13

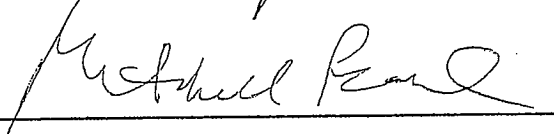
Select Board Chair



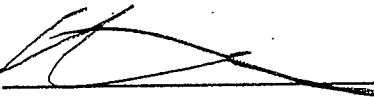
Select Board Member



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