



Calendar of Best Practices for Municipalities Coordination with Gas Company

Note: See Best Practice Checklist for Municipalities for the full list of recommendations for municipal best practices. The following calendar only address those recommendations which are annually recurring.

Year-Round

Send updates on planned new residential or commercial developments to gas company key representative as soon as possible.

If needed for engineering **municipal** infrastructure projects, request from gas company information on location, depth, and size of gas mains along applicable street segments.

December

Update list of completed projects from past construction season for municipal infrastructure:

- Paving, including street-Cut Moratorium list containing year paved
- Water main
- Sewer main

Send Street-Cut Moratorium list to key representative at gas company

Determine gas company's deadline for:

- Receiving municipal infrastructure plan updates and to whom the updates should be sent
- Sending gas main replacement plans to municipality

If needed, request from gas company an updated map and/or GIS file of streets in municipality with gas mains and type of pipe.

January

Review coordination effectiveness, recommended best practices, identify gaps, and select one or more best practices to implement

Assign municipal responsibilities and set timeline for completing 3-5 year municipal infrastructure plan updates, including:

- Paving
- Water main
- Sewer main

Include time to put plans into GIS. Consider including longer term infrastructure priority information if possible.

***Deadline should be mid-February or date provided by gas company, whichever is earlier**



January (Continued)

Schedule the pre-construction season meeting with gas company.

- *Municipality and gas company will need to have their infrastructure plans at the meeting
- *Should be held no later than end of February

Determine how and when to notify residents and businesses if their road has an impending moratorium due to planned paving, so that they may request gas service if desired

Confirm municipal paving procurement will have contract language requiring a minimum three-week notice for schedule changes.

Changes can be sent directly from paving contractor to gas company.

February

Continue implementing any best practices

Send infrastructure plan updates by mid-month, if not already done, to key representative at gas company

- Paving plan
- Water main plan
- Sewer main plan

Offer to send gas company GIS files of plans.

Confirm receipt of gas company's **multi-year** gas main replacement plan, if not already received.

Request GIS file if planning to use for analysis.

Hold pre-construction season meeting, by end of month, if not already done.

At meeting:

- Introduce **all** participants in the coordination process for gas company and municipality
- Compare infrastructure plans and identify opportunities for aligning schedules
- Establish communication procedures for the construction season
- Establish clarity on restoration, paving and inspection procedures
- Determine whether bilateral agreement to capture savings will be signed or updated.

Schedule May check-in for coordination.

March

Continue implementing any best practices.

Start processing street opening permits at least 2 weeks before the start of construction season.



April - November: Construction Season

Continue implementing any best practices.

Hold check-in meetings as agreed to during pre-construction season meeting.

Track completed paving, sewer and water main projects as they are completed.

Use Dig Safe reporting form when errors are found in mark-outs.

Test tree pits for natural gas prior to planting.

May

Hold check-in with gas company to assess progress on coordination efforts.

Assess whether paving contractor is providing municipality with required advanced notification for schedule changes.

July

Once Chapter 90 funds are announced, if the funding changes municipal paving plans, notify gas company key representative.

November

Discuss with gas company possibility of working past end of construction season into winter and what the requirements will be.