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**Regular Meeting of the Board of Directors
Tuesday, November 15, 2005
Offices of the American Lung Association of Maine
Augusta**

-MINUTES-

Members Present: E Caldwell; S. Caulfield; P. Doran; J. Hastings; D. Kingman; J. Klane; B. Miller; I. Most; M. Stern; G. Terrien; J. Thibodeau; C. Toppan

Members Absent: D Lewia; J. Musmand; J. Reny

Staff Present: Christy Crocker

The meeting was called to order at 5:05 p.m.

Item 1. Welcome/Announcements

Margaret Stern, President welcomed everyone to the meeting.

A quorum was confirmed present.

Item 2. Accepted Resignation of Mike Bonzagni; Elected Jonathan Klane to Complete Term

A motion was made, seconded and approved to accept the resignation of Mike Bonzagni from the MIAQC Board of Directors. Mike's term is scheduled to conclude in June of 2006.

As past president of the MIAQC, Brant Miller served as chair of a nominating committee that worked to identify a variety of candidates to complete Mike's term. The Committee invited all recent candidates from Board elections and recent "retirees" from the MIAQC Board to submit nominations. The Committee also considered all Committee chairs not currently serving on the Board as candidates. Board members were also invited to submit additional nominations.

Jonathan Klane, chair of the Best Practices Committee, has submitted his nomination for election to complete Mike's term. Jonathan's biographical summary and full curriculum vitae were distributed to the Board for consideration in advance of the meeting.

Following a brief review of Jonathan's qualifications, **a motion was made, seconded and approved to appoint Jonathan to serve the remainder of Mike's term.**

Item 3. Accepted Minutes of August 30, 2005 Meeting

A motion was made, seconded and approved to accept the minutes of the August 30, 2005 meeting of the Board.

Item 4. Treasurer's Report

A. 04-05 Year End Statement – Passed Over

B. Cleaning for Health & IAQ

The Cleaning for Health & IAQ program had a net income of \$1,493.97. This amount was sufficient to cover most, if not all, of MIAQC's salary and administrative expenses to produce the program.

C. Managing Mold Related Illness Seminar

Several of the expenses for this program have not yet been invoiced, including the facility rental/food expenses and the photocopying (handouts) costs. No printed brochure for the program was developed: the program was marketed on an electronic basis only. It is expected that once all bills have been paid, that sufficient funds will have been received to cover MIAQC's administrative costs.

D. First Quarter 05-06 Statement

Christy and Clough have been working with Cherry to eliminate possibility of income/expense posting errors and to provide more comprehensive financial statements. Most of the kinks in the process have been worked out. The statement as presented is fairly accurate.

Specific issues/questions to address:

Dues: In spite of the dues increase, dues payments are coming in well. Christy will be working to achieve a 100% member renewal rate for the fiscal year. Remaining budgeted dues income is developed from new memberships generated as a result of educational programming.

General Support: ALA-ME has been billed for its first \$8000.00 in support for the year. The income has not yet been received, but should be reflected in the next quarterly statement.

Item 5. Document Review and Adoption

A. Best Practice Guideline on Building Commissioning

Jonathan Klane provided the Board with a brief review of the document's history and a summary of the changes made as a result of the peer review process.

The Board was given an opportunity to make final comment on the document. One change was made:

Item D-1: Changed terminology to "Full Commissioning" in lieu of just "Commissioning"

Following discussion, a motion was made, seconded and approved to adopt the Commissioning Guideline as amended.

A complete version of the guideline as adopted is as follows:

MIAQC Building Commissioning Guideline

Building Commissioning is a systematic process for achieving, verifying, and documenting that the performance of a building and its various systems meet the design intent and the functional and operational needs of the owners and occupants.

The Maine Indoor Air Quality Council recommends Commissioning in all new and existing buildings to protect the health and safety of building occupants. Building Commissioning:

1. Ensures that each building occupant is provided with the proper amount of good quality air delivered on a consistent basis,
2. Ensures that thermal and moisture conditions of the interior air are not conducive to biological growth,
3. Ensures that the building is maintainable.
4. Ensures that the building systems are well documented and their operation understood by the owner and occupant.

While historically commissioning has been considered an integral part of every project, today this function is an area greatly neglected, due to many factors such as initial costs, resulting in poor air quality and inefficient system operation.

This document identifies those components of various forms of commissioning processes that are necessary to achieve these health and safety goals.

A) Other driving forces behind the need to properly commission buildings:

1. ASHRAE 62-2001 (adopted by Maine as part of their building code).
2. LEED – Energy and Environmental: Prerequisite 1 for basic certification.
3. State of Maine:
 - a. Maine Governor’s Executive Order requiring LEED for all new, expanded, or renovated State buildings, which requires a minimum level of commissioning.
 - b. Potential amendment by municipality to the State-adopted International Building Code.
4. Maine Professional Engineers Code of Ethics
5. ASHRAE 90.1-2001

B) References

1. American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
2. US Green Building Council (USGBC)
 - a. Leadership in Energy and Environmental Design (LEED)
3. National Environmental Balancing Bureau (NEBB)
4. Associated Air Balance Council (AABC)
5. National Conference on Building Commissioning (NCBC)

6. Building Commissioning Association (BCA)
7. Portland Energy Conservation, Inc. (PECI)

C) Definitions:

1. Commissioning (Full or Basic) – A systematic process for achieving, verifying, and documenting that the performance of a new building, or major renovation, and its various systems meets the design intent and the functional and operational needs of the owners and occupants
2. Re-commissioning – A systematic process of commissioning an existing building, or major renovation, which has been commissioned before using the original commissioning documents and design intent. Modifications to the design intent may have to be made to tune the facility to suite new requirements of occupancy or use.
3. Retro-commissioning – A systematic process of commissioning an existing building that has never been commissioned before. Requires reconstruction of the design intent and accounting for new requirements of occupancy or use.

D) MIAQC commissioning recommendations:

1. “Full” Commissioning of New Buildings:
 - a. Define a Commissioning Team (CxT), of which a commissioning agent (preferably independent) would be a member and who would report directly to the owner.
 - b. Define a clear and specific design intent for the facility.
 - c. The CxT should develop and implement a commissioning plan that would include design review, site inspections, communication, start-up testing, functionality testing, performance testing, air and water systems Test, Adjust, and Balance (TAB) oversight, and training.
 - d. NEBB, AABC, PECI, BCA, and ASHRAE are recommended organizations that can provide detailed commissioning procedures and forms.
2. “Basic” Commissioning of New Buildings:
 - a. Implement the above plan in D.1 except without the inclusion of a commissioning agent. Most construction specifications have enough written requirements, which, if followed, will result in a building being completed properly.
 - b. Require that the Architect and Engineer incorporate commissioning type testing and verification into the specifications and that the General Contractor and subcontractors adhere to the specification requirement.
 - c. Tie successful completion, report/test result submittals, and approvals to payment schedules to provide an incentive and accountability structure.
 - d. Use only a NEBB or AABC certified TAB contractor who is hired by and reports directly to the owner. Have in place a performance guarantee, as outlined by the certifying agency, for the project. It is critical that the TAB firm performing the work without a commissioning agent oversight be competent. This contractor should provide the owner with independent quality control. Another option would be to hire a certified supervisor to oversee a non-certified contractor.
3. Re-Commissioning of Existing Buildings:
 - a. Recommissioning of a facility should be done every 5 years. This corresponds with the ASHRAE 62 required interval for measuring outdoor air flow.

- b. Engage a commissioning agent and any subcontractors required to perform a random 10% re-inspection and testing of all commissioned systems. If 10% of the tested systems fail to meet the original results within $\pm 10\%$, re-commission fully all system(s).
 - c. Major pieces of equipment (rooftop units) should always be recommissioned.
 - d. Review logs of building complaints and maintenance logs and inspect particularly chronic areas. Review 5-years of energy consumption data, and maintenance and operations.
4. Retro-Commissioning of Existing Buildings:
- a. This can be a difficult task at first since the facility was not commissioned originally and many documents are non-existent or missing. The original design intent, if not available, can usually be discerned and the details of the systems derived from there.
 - b. Engage a commissioning agent to organize a CxT to commission the facility using as much of the original documentation as possible. Some reengineering may have to be done to correct deficiencies from the original design and construction.
 - c. Some of the needed documents may have to be recreated in the commissioning process for use when recommissioning the facility in the future.
 - d. Take into account possible change of use and operation from the original, and historical energy use data so as to tune the systems to fit the current occupant.
 - e. TAB of the air and water systems will have to be performed in order to establish the baseline for a properly commissioned facility.
 - f. Review logs of building complaints and maintenance logs and inspect particularly chronic areas. Review 5-years of energy consumption data, and maintenance and operations.

B. Preliminary Review of Policy Statement on Radon

Brant Miller presented a draft policy statement on Radon for review by the Board. He asked that the Board provide preliminary comment and approve the document as being ready for peer review by the full membership.

The Board discussed briefly why a policy statement for the Council was needed. Brant emphasized that the state has a very strong infrastructure on radon through the Maine Bureau of Health's Radiation Control Program, but that there were issues relative to radon that could be advanced by the Council. MIAQC has the ability to play a unique legislative role should a legislative agenda for radon be developed.

At the conclusion of the discussion, **a motion was made, seconded and approved to forward the draft policy statement on radon to the membership for peer review and comment.**

Clough will provide Christy with a more complete listing of references for the end of the document prior to its distribution for peer review.

Brant encouraged members of the Board to participate in the peer review process once posted to the MIAQC website.

C. Update Policy & Procedures Manual

Copies of the Policy & Procedures Manual were distributed to the Board in advance of the meeting. The Policy Committee has spent some time in identifying changes to the document that needed to be made to keep it current to MIAQC process and procedures.

A brief summary of the changes to the document:

- Inclusion of the new Board Development Policy as adopted by the Board at its August meeting
- Removal of duplicative language relative to development of MIAQC documents/publications
- Clarification of the role of the Policy Committee in identifying legislative issues
- Designation of check signing authority to members of the Executive Committee
- Amendment of speaker selection process (George Terrien provided new language at the meeting which has been incorporated into the document)

The Committee discussed the changes briefly.

A motion was made, seconded and approved to adopt the changes to the Policy and Procedures Manual as amended.

Note: Because of the length of this document and the fact that most changes as a result of this review were minor, the full document is not attached to these minutes, but rather will be forwarded as a separate document to individual members of the Board.

Item 6. Committee Updates

A. Education Committee

Dennis Kingman reported that the next educational seminar for the MIAQC will focus on the topic of energy efficiency and IAQ. The Committee is hoping to partner with Efficiency Maine on this event. The Committee is still looking for a presenter: recommendations from members of the Board are welcome.

The Committee is always looking for interested Council members to serve on the Committee. If Board members know if individuals interested in serving the MIAQC in this capacity, they should forward names to Christy.

B. Policy Committee

Brant Miller reported that in addition to completion of the draft Policy Statement on Radon, the Committee is working to convene state stakeholders to discuss implementation of the 3

core recommendations of the statement throughout Maine. The Policy Committee has submitted a mini grant application (\$2000) through CRCPD (Conference of Radiation Control Program Directors) to help fund some of this effort. If successful, this stakeholders group will convene sometime in February.

The Committee will be reviewing legislative submissions for the upcoming session and will have a legislative agenda prepared by the end of the month.

C. Best Practices

Jonathan Klane reported that in addition to completion of the Building Commissioning Guideline, the Committee is working on the following projects:

- i. A subcommittee has been formed to review and update the recommendation for School Air Quality.
- ii. Stakeholders have been identified to assist Christy in the development of the Checklist for Residential Renovations
- iii. A draft outline of a recommendation on Mold is being sent to a group of reviewers from the industrial hygiene community.

The Committee welcomes any additional ideas for document development. None were given at this time.

D. Communications

The Committee has recently completed a variety of projects, including development of fact sheets on unvented heating appliances and air purifiers for the web site, and revision of the MIAQC Portfolio.

Christy has had several opportunities to provide communications/public relations messages to Maine audiences, specifically participation in a WERU radio program and presenting at the Governor's Affordable Housing Conference.

E. Development

The Development Committee worked with the Policy Committee on the CRCPD mini grant application.

The Committee is further refining its corporate sponsorship strategy and is preparing a comprehensive schedule for December through June. Companies/organizations that will be approached include: Trane, ALA-ME (for 06-07 projects), Cianbro, Anthem, and Honeywell.

Christy and Brant have met with Efficiency Maine, and a variety of sponsorship opportunities have been confirmed for 05-06, including sponsorship of the MIAQC conference, sponsorship of additional Foundations trainings, and sponsorship of the Ventilations trainings. Efficiency Maine has interest in additional energy efficiency/IAQ programming as well.

The Committee was successful in its bid for a \$9900 grant from the U.S. EPA Healthy Communities Grant Program to fund three additional presentations of the Foundations trainings to Habitat for Humanity. The Committee is considering submission of an application to the EPA Indoor Environments Program to fund efforts to build the Residential Renovations document and subsequent educational efforts.

Item 7. 2006 Annual Conference

Christy provided the Board with a brief overview of the conference agenda and proposed presenters.

The biggest need at this juncture is for general conference sponsors. All members of the Board were encouraged to consider what local and regional companies are providing services to Maine professionals that would have an interest in serving in this capacity. All ideas should be forwarded to Christy as soon as possible.

Item 8. Residential Contractor Trainings

The subcommittee on Residential Contractor Trainings is working to identify opportunities for additional trainings of the Foundations workshop, as well as working to develop the training on residential ventilation.

The Committee hopes to see a minimum of three additional Foundations workshops presented to a variety of in-state groups – at least one of which will be at the community college or technical school level.

The Committee has developed and RFP for the ventilation workshop, which has been forwarded to Bill Turner for response. A copy of the RFP will be forwarded to the Board via e-mail.

Item 9. Organizational Future of the MIAQC

Margaret distributed copies of correspondence from Ed Miller. The letter identifies that opportunities for collaboration (including financial support) will be ongoing between MIAQC and ALA-ME, but that such collaboration and support will be on more of a project by project basis.

Margaret continues her efforts to communicate with AMIAQ Council, IESO, and IAQA to determine what role MIAQC might have with this newly consolidated group of organizations.

The Board discussed at length the ramifications of losing ALA-ME financial support for 06-07. In addition to Development Committee efforts to increase funding for the MIAQC, the Board discussed the need to develop a comprehensive business plan for the organization to include strategies for 1, 3, and 5 years out.

It was the consensus of those present that development and discussion of a business plan should be the focus of the Board's full day retreat in February.

Edgar, George, Ivan, Jonathan and Brant offered to work to develop a draft business plan in advance of the retreat. This would allow the retreat to focus on completion of the plan, and discussion of implementation strategies.

Jonathan Klane will look for a moderator for the Retreat.

The Retreat was confirmed for February 15, 2006 at Maple Hill Farm Bed & Breakfast in Hallowell.

Item 8. Confirm Dates for Upcoming Meetings of the Board of Directors

The dates for upcoming 2005-06 Board meetings are:

Tuesday, January 17, 2006
5:00 p.m. to 8:00 p.m.
Maine Medical Center, Portland

February 15, 2006
Annual Board of Directors Retreat
All Day
Maple Hill Farm Bed & Breakfast, Hallowell

Tuesday, May 23, 2006
5:00 p.m. to 8:00 p.m.
Augusta location to be determined.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted:

Christine G. Crocker
MIAQC Executive Director
December 7, 2005