



P.O. Box 2438, Augusta, Maine 04338
Telephone: 207/626-8115
Fax: 207/626-9015
E-Mail: miaqc@gwi.net
Web: www.miaqc.org

**Special Meeting of the Board of Directors
December 7, 2005
Via conference call**

-MINUTES-

Members Present: S. Caulfield; J. Hastings; J. Klane; B. Miller; I. Most; M. Stern; G. Terrien;; C. Toppan;
Members Absent: E. Caldwell; P. Doran; D Lewia; D. Kingman; J. Musmand; J. Reny; J. Thibodeau
Staff Present: Christy Crocker
Guests Present: Naomi Mermin

The meeting was called to order at 8:35 a.m.

A quorum was reported present.

Margaret Stern thanked everyone for participating on such short notice in today's meeting. The purpose of this special meeting is to present a concept draft of MIAQC's proposed application to U.S. EPA for their indoor environments grant opportunity. Given the potential for significant funding (approximately \$150,000/year for three years), it was felt that Board approval to apply for these funds was needed.

The full content of the Concept Draft as presented is contained at the end of these minutes.

Discussion:

Naomi Mermin (a healthy housing consultant living in Portland) and Christy Crocker provided the Board with a quick oral overview of the proposed grant workplan. Naomi has offered to assist Christy in the grant application process, and MIAQC will, in-turn, write approximately \$10,000/year of Naomi's services into the grant.

The Board was then given an opportunity to discuss the proposal and the workplan.

It was the consensus of the Board that this funding opportunity was very timely, and that the parameters of the grant were a perfect match with the workplan and mission of the MIAQC. Using Naomi as a resource for the grant application process as well as in the grant management post-award is an excellent strategy. The Board could find no reason not to apply.

At the conclusion of the discussion, **a motion was made, seconded to authorize Christy to submit a proposal to U.S. EPA for this funding opportunity.**

A roll call vote was taken. Motion carried.

Margaret thanked everyone for participating in the call.

The meeting was adjourned at 9:15 a.m.

MIAQC CONCEPT DRAFT:

Summary of Grant Opportunity:

- The US EPA is seeking applicants for a significant, three-year grant initiative.
- Proposals are for demonstration, training, education, and/or outreach projects that seek to reduce exposure to indoor air pollutants. Applicants should address at least one EPA indoor air quality priority area (indoor air pollutants and/or building types)
- EPA Priority Pollutants: Radon, Indoor asthma triggers, ETS, Air toxics
- Priority Building Types: Schools, Public and Commercial Buildings, Homes
- For each priority area: must articulate project goals, objectives, activities and expected results (results = outputs and outcomes)

Why MIAQC should apply for the funds: Goal of grant IS the mission and workplan of the MIAQC

- Most of MIAQC's major workplan items for the next three years could qualify for EPA funding under the parameters of the grant. We would not have to invent program to meet the funding priorities.

Focus of MIAQC's Grant Application: *IAQ in Maine Housing*

- MIAQC's preliminary work having significant success: Checklist for New Residential Construction; Contractor Trainings; relationships with in-state groups/organizations
- Focusing on Housing would be compatible with ALA-ME/MPHA application for a public health training initiative
- Focusing on housing would be a good "offshoot" of the CRCPD mini radon-grant effort.
- Focusing on housing provides access to consultant services of Naomi Mermin

Potential Scope of Projects to Fund Through Grant

1. New Residential Construction:

- Ongoing Foundations Trainings (radon, mold/moisture prevention)
- Ongoing Ventilation Trainings (mold/moisture, combustion pollutants, other air toxics)
- Development of trainings on the building shell (mold/moisture)
- Web tool – or a PDA tool – with diagrams, etc. Making the new residential construction checklist interactive.
- Web based training

- Refrig magnets to all births (14,000 annually) (Anthem, Bur. Of Health partnership)
2. Residential Renovations
 - Completion of the Checklist
 - Development of at least one training
 3. Residential Management for IAQ
 - Development/collection of additional guidance
 - More dissemination of refrigerator magnet
 - Environmental Tobacco Smoke
 - Landlord/Tenant Trainings (particularly relative to mold/moisture and cost to property of ETS damage)
 - Tenant Education
 4. Radon: Implementing the 3 action recommendations for Maine (all buildings tested, all new construction to include passive radon mitigation, all non-public well water sources tested)
 - CRCPD Action Plan will be completed prior to beginning of the grant period. Anticipated action plans include:
 5. Green v. Healthy & Affordable Housing (optional)
 - Exploration of the costs to construct/maintain homes in accordance with healthy guidance principles
 - Exploration of green v. healthy concepts (MSHA/MIAQC)
 - Implement healthy strategies at Affordable housing level
 - Consider assessment of modular/manufactured housing construction codes/standards for healthy guidance principles
 - training

Preliminary Year by Year Plan:

Year 1:

- Train the Trainer session for Foundations workshops
- Development of Foundation workshop web-based training
- Extend ventilation trainings to other groups
- One ventilation training a technical school and/or community college level
- Development of Ventilation workshop web-based training
- Adaptation of MIAQC Checklist for New Residential Construction to web-based and/or PDA tool
- Identification of priority radon projects (outcomes from CRCPD mini grant)
- Commence assessment of green/healthy/affordable housing guidance
- Draft and guidance for residential renovations

Year 2:

- Issue RFP to trainer for development of training on the “Building Shell”
- Ongoing Foundations/Ventilation trainings
- Minimum of 5 Building Shell trainings
- Adopt guidance for residential renovations
- Adaptation of Renovations guidance for web-based and/or PDA
- Develop training strategy for residential renovations trainings
- Draft guidance for management of residential properties
- Identify workplan for green/healthy/affordable housing
- Ongoing radon action plan implementation

Year 3:

- Issue RFP to trainer for development of training on Residential Renovations
- Ongoing Foundations/Building Shell/Ventilation trainings
- Minimum of 5 renovations trainings
- Adopt guidance for management of residential properties
- Develop training strategy for management of residential properties
- Green/healthy/affordable housing training
- Ongoing radon action plan implementation