

**Minutes**  
**Building Systems Sub-Committee**  
**November 18, 2015**

The meeting was called to order at 5:34 PM.

Committee members present: Kim Totten, Brad Totten, Brant Miller, Tim Ellsworth, Steve Dyer, Chris Shaw

Others present: Bob Curtis – PDT, Ian MacDonald – Allied Engineering

1. Introductions
2. The committee confirmed Brant Miller as Chair.
3. Kim Totten agreed to report the committee's work to the Building Committee. Steve Dyer agreed to take minutes.
4. Steve Dyer agreed to provide notification of meeting dates/times and to forward telephone contact numbers to the committee with the next notification.
5. The committee reviewed the 10/28 discussion and charge provided by PDT, order of decision making and cross-over with the sustainability committee.
6. Brant Miller led a discussion about what is and is not the charge of the committee. It was determined that the committee should work from a high level view of the charge and not become specifically involved in the design work of the project.
7. Chris Shaw provided a list of systems he uses when identifying capital project needs. It was agreed to whittle this list down to just the components that this committee will be involved in. The committee also discussed early work by a commissioning agent and a joint meeting with the sustainability committee.
8. The committee agreed to place the shorter building systems list, a discussion about commissioning and scheduling a joint meeting with the sustainability committee on the next agenda.
9. The committee identified the following available resources :
  - New Buildings Institute New Construction Guide (2013) ISBN#978-0-9830171-1-0
  - MDOE Public School Standards& Guidelines for New School Construction and Major Renovation Projects
  - Allied Engineering paper on High Performance Schools (11/2015)
10. The Committee discussed this item in # 7&8 above.
11. The next meeting will be held on December 16, 2015 at 5:30 PM
12. The meeting adjourned at 7:45 PM

Respectfully submitted,

Steven A. Dyer