



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Regional Cache Committee Meeting

Minutes

March 2nd, 2021

2:00pm

Remote Video/Conference Call

[Video Link](#)

Phone Number: 1-646-876-9923

Meeting ID: 923 2483 2671 **Password:** 006870

Call to Order

- Chair John Sanchez called the March NERAC Cache Committee meeting to order at 1:00pm.
- Chair J. Sanchez asked for a motion to approve the February 9th, 2021 meeting minutes.

MOTION put forth by R. Barrett.

- Approve the January 7th, 2021 meeting minutes.
 - Seconded by P. Cohen.
 - The vote will be held at the end of the meeting, combined with the motion to adjourn.

Budget Update

- All Committee members will be provided with the following update:

Project Name	Funding Year	Allocated Amount	Encumbered Amount	Invoiced Amount
Surveillance Camera Hosting and WiFi	FFY2018	\$6,689.58	\$6,689.58	\$6,019.64
Trailer for Medical Gator (Beverly)	FFY2018	\$6,218.08	\$6,218.08	\$0.00
Cache Site Maintenance	FFY2018	\$10,000.00	\$0.00	\$0.00
Trailer for Medical Gator (Beverly)	FFY2019	\$12,663.92	\$12,663.92	\$0.00
Trailer for 30KW Generator	FFY2019	\$4,553.47	\$0.00	\$0.00
Chelmsford Shelter Trailer Lighting	FFY2019	\$2,840.00	\$0.00	\$0.00
Surveillance Camera Hosting and WiFi	FFY2019	\$3,209.82	\$2,400.00	\$0.00
Portable Message Boards	FFY2020	\$60,000.00	\$0.00	\$0.00
500KW Generator	FFY2020	\$125,000.00	\$0.00	\$0.00
Portable Vehicle Barricades	FFY2020	\$120,000.00	\$0.00	\$0.00



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Remaining Unallocated Funds:

- FFY2018: \$0.00
- FFY2019: \$20,000.00

Cache	Amount
Beverly	TBD
Framingham	\$10,569.54
Lexington	\$32,579.00
TOTAL	TBD

Current Grant End Dates:

- FFY2018 – March 31, 2021
- FFY2019 – July 31, 2021

- Note: The balance of the Beverly cache fee account is currently being reconciled against the City’s financial records to report an exact figure.

Project Updates

Surveillance Camera Hosting & Wi-Fi

- The contracts/purchase orders with IVC and Verizon wireless are now in place and will be active until June 2021.

Portable AM Radio Station

- A letter of concurrence has been submitted from MassHighway to the FCC, which if accepted, will allow NERAC to broadcast on up to four different frequencies.

Beverly Medical Gator Trailer

- According to the vendor, production is catching up after COVID-19 related delays and the trailer should be delivered by the end of March.

Chelmsford Soft Shelter Trailer HVAC Repair

- This is a repair request for the trailer that houses one of NERAC’s inflatable shelter systems in Chelmsford, MA.
- According to the Chelmsford Emergency Management director, the trailer sustained the damage during a rental to Lowell General Hospital for COVID-19 response.
 - “The heating and AC unit was damaged last May, when it was lifted off the ground, during a storm at the UMass Lowell Campus. Lowell General’s engineering department replaced the thermostat and rewired the unit. Unfortunately, it was wired wrong and some internal electrical items shorted out.”
- Normally, the Beverly Cache would process payment for the repair, but as we know the cache fees remain frozen.

MOTION put forth by R. Barrett.

- Allocate the \$276.39 to fund the repair out of the Cache Site Maintenance line item.
 - Seconded by Chief J. Gilliland.
 - The vote will be held at the end of the meeting, combined with the motion to adjourn.



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- M. Valenti brought up that a message board was borrowed by Lahey Hospital and was damaged. Lahey swapped out the message board with a working one from the Lexington Cache Site and asked the Committee how the damaged message board should be paid for.
 - The Committee determined that Lexington should reach out to Lahey and see if they can put the repair bill on their COVID expenses.

FEMA Review & Cache Site Maintenance Updates

- There are no major updates for the FEMA and EOPSS review of the regional cache program.
- Beverly is completing a reconciliation of their cache account balance, which will enable MAPC to submit a letter outlining the current balances and how much of the balances were able to be tied to grant years dating back to FFY14.
- The Beverly cache has submitted a reimbursement request for over the \$10,000.00 budget for repairs and activities related to maintaining the cache site.
- The Committee discussed allocating additional funds so that Beverly and the other sites can continue to submit reimbursement requests as needed.

MOTION put forth by M. Foster.

- Allocate the \$20,000.00 in unallocated funds in FFY19 that was originally for the cache site paving project to fund repairs and activities related to maintaining the cache site.
 - Seconded by H. Tecce.
 - The vote will be held at the end of the meeting, combined with the motion to adjourn.

FFY21 Budget Development Discussion

Equipment Purchases

- The Committee discussed if there are any pieces of equipment that need replacing or updating at any of the three cache sites.
- The Committee also discussed the inclusion of a dedicated line item for maintenance should the cache fee structure be deemed unallowable in the future.
- Below is a list of projects from previous “B” lists, and projects that have been discussed but never completed:

Possible FFY21 NERAC Cache Projects		
Name	Approx. Cost	Notes
Beverly 30KW Generator Trailers	\$20,000.00	Beverly secured 4 30KW generators from OSD via FFY18 funds, but trailers were not included.
Flood Control Barriers/System	\$30,000.00	Included in the FFY19 Plan but reallocated to purchase portable ventilators in March 2020.
General Cache Maintenance	\$80,000.00	Could be needed if current cache model is ruled to be unallowable by EOPSS/FEMA. \$6,000 -



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		\$10,000 per month for maintenance costs and staff time.
Electronic Cache Inventory System	\$15,000.00	Included in the FFY18 budget but reallocated before project could be completed.
LED Light Towers	\$25,000.00	FFY20 "B" List Project for \$18,000.00
Portable Communications Towers	\$120,000.00	FFY18 "B" List Project for \$120,000.00

- Here are the budgeted amounts for the Cache Committee for the past three grant cycles (FFY18 – FFY20):
 - FFY18: \$305,000.00 (20% of total award)
 - FFY19: \$248,040.44 (15.5%)
 - FFY20: \$254,191.00 (24%)
- M. Valenti noted that Lexington is out of room for additional equipment and some equipment will need to be disposed of if additional equipment is purchased.

New/Old Business

- R. Barrett announced that he will be retiring and this is his last Committee meeting.
- The next meeting will be June 3rd at 1:30pm.
- The Committee can decide if it would like to keep meeting monthly, or as needed based on developments relating to the cache review.

ATTENDEES – COMMITTEE MEMBER

John Sanchez, Chair: Director, Burlington Public Works*
 Chief Jason Gilliland: Marblehead Fire Department*
 Mark Foster: Director, Beverly Emergency Management*
 Paul Cohen: Town Manager, Chelmsford*
 Chip Barrett: Westford Department of Public Works
 Heather Tecce, MEMA Region 1
 Marc Valenti: Manager of Operations, Lexington Public

ABSENT – COMMITTEE MEMBER

John Brickett: Northeast EMS*
 Jeffrey Rousseau: Framingham Department of Public Works

ATTENDEES – OTHER

Mike Collins: City of Beverly, Commissioner of Public Services and Engineering
 Austin Murray: MAPC
 Caroline Graham: MAPC
 Amy Reilly: MAPC
 Janice Corkhum: MATF-1
 Glynn Montgomery: MATF-1