



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Sheltering Committee Meeting

Minutes

November 4th, 2025

12:30pm

Zoom Link

Meeting ID: 831 3843 2955

Passcode: 256777

- **Call to Order**
 - Chair A. Chui called the meeting to order at 12:32 pm.
- **Approval of Minutes**
 - May 13, 2025 Meeting Minutes

MOTION put forth by H. Tecce.

- Approve the May 13, 2025 Meeting Minutes.
- Seconded by M. Collins.
 - In favor: M. Collins, H. Tecce.
 - Opposed: None
 - Abstain: None
- The motion passed.

- **Budget Updates**

- The total cost for the sheltering cleanout was \$40,150.00, paid out of FFY22.
- There is currently no additional funding allocated for Sheltering Committee projects, but it could be requested from the Council if needed.

- **Cache Sheltering Trailers**

- *Sheltering Trailers Status and Inventory/Cleaning Update*
 - In June-July, Bio Pro Boston conducted inventory, cleanout, disposal, and reorganization of the sheltering trailers and equipment at each cache site. Their reports are in the meeting packet.
 - Summary (p. 5-6)
 - Total of 9 trailers and 2 Conex boxes at Lexington, 7 trailers at Beverly, and 7 trailers at Framingham.
 - Inventoried all contents, cleaned and decontaminated the trailers and equipment as applicable, disposed of irreparably contaminated or damaged equipment, reloaded and organized salvageable contents.
 - Current Trailer Contents Inventory
 - Beverly (p. 8), Framingham (p. 9), Lexington (p. 10-11)
 - Disposal Documentation (p. 12-17)



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- The Conex boxes have been relocated to the Beverly cache site.
- *Discussion of Project Plans*
 - At last week's Cache Committee meeting, the Beverly and Framingham sites indicated they were each willing to keep 1 stocked trailer on site.
 - The Sheltering Committee is tasked with determining a plan for disposal or relocation of the remaining trailers.
 - Last summer, a survey was sent to the NERAC region re: Sheltering needs. Results are in the meeting packet (**p. 18**) but are outdated and the main feedback was that stakeholders needed more information on what options/items were being offered in order to respond accurately.
 - The Committee discussed keeping approximately 6 stocked sheltering trailers as NERAC regional assets – 1 at each of the two cache sites (Beverly and Framingham), and up to 4 at other sites throughout the region – and disposing of the rest of the equipment/trailers.
 - Marblehead is interested in hosting a sheltering trailer.
 - For the next meeting, MAPC will provide the following:
 - Overall quantity of each type of item currently in the trailers, and list of any questions on specific items (ex: are the personal care kits worth keeping/what to do with them?)
 - A draft MOU, with questions for discussion flagged (ex: who will be responsible for replenishing used items)
 - After the next meeting, MAPC will re-release a survey to the region to gauge interest in hosting NERAC-asset trailers (including responsibilities) and interest in receiving disposed of surplus items (ex: empty trailers, surplus equipment).
- **New Business Unforeseen by the Chair**
 - None.

MOTION put forth by J. Gilliland.

- Adjourn.
- Seconded by H. Tecce.
 - In favor: M. Collins, J. Gilliland, H. Tecce.
 - Opposed: None
 - Abstain: None
- The motion passed.

**** Next Meeting: TBD****

ATTENDEES – COMMITTEE MEMBERS

Anthony Chui, Chair: Melrose, Stoneham, Wakefield Health and Human Services*

Mike Collins: Beverly DPW*

Jason Gilliland: Marblehead Fire Department*

Heather Tecce: Lowell Emergency Management*



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ABSENT – COMMITTEE MEMBERS

Elizabeth Robert: Region 3 HMCC/MAPC

ATTENDEES – OTHER

Amy Reilly: MAPC

Lauren Sacks: MAPC

Karla Kahale: MAPC

*Denotes a Full Council Member.

The following documents were used/referenced during the meeting:

- November 2025 Meeting Agenda
- May 2025 Meeting Minutes
- Shelter Trailer Clean-Out Documentation:
 - Summary
 - Current Trailer Contents Inventories
 - Disposal Documentation
- NERAC Sheltering Trailer Hosting Survey Results 7.2024