Capital Budget Committee Meeting Minutes
September 21, 2023
DRAFT

Capital Budget Committee Members	Present: **Michael Marcucci, Kristine Trierweiler, Andrew Foster, Michael LaFrancesca, Megan Sullivan, Robert Aigler, Brent Nelson**
Guests	Frank Gervasio, Eoin O'Corcora (Director of Information Technology, Town of Medfield/Medfield Public Schools), Brittney Franklin (Assistant to the Town Administrator/Public Information Officer), Maria De La Fuente (Director of Land Use and Planning)
Meeting Location	Held remotely on Zoom
Meeting Times	Meeting convened: 10:00 AM Meeting adjourned: 10:36 AM
Meeting Minutes	- Chief Guerette presented two capital requests for FY25, both of which were not previously on the five-year capital improvement plan
List of all documents and exhibits used	E. O'Corcora began by presenting a $30,000 request for Town departmental IT improvements, primarily related to the implementation of OpenGov, a town-wide initiative to increase efficiency in information sharing amongst departments and provide better customer service to residents seeking various licenses and permits. F. Gervasio asked to clarify that the $30,000 request was in addition to the $80,000 request for OpenGov software implementation. E. O'Corcora agreed, meaning that if the annual $30,000 appropriation for town-wide IT improvements were granted, an additional $50,000 would be needed for the full cost of the program. F. Gervasio also noted that the OpenGov request was a new one, and that the town has encountered issues with separate, current vendors that provide transfer station sticker and building purchasing services. E. O'Corcora also mentioned similar issues with the town's GIS vendor. B. Franklin spoke about the increased need amongst residents for access to town function, specifically amongst the building and planning office. These offices would be the primary focus of the initial implementation as well as the DPW's transfer station stickers. Additional processes and workflows can be added to the platform at later dates for no additional cost. M. De La Fuente noted that handing applicants a 40 page applicant to fill out for permits can be cumbersome and usually results in incomplete applications. Additionally, the transition to OpenGov would allow all applications to be offered online and to be integrated with the town's GIS system. The platform will show applicants the workflow they need to go through to complete an entire application process, as opposed to going from department to department for clarification. - OpenGov also handles payment of fees by applicants, and M. De La Fuente mentioned that Conservation Commission fees paid are often incorrect. The platform will also assign and remind departments of their individual responsibilities during applicant review processes. M. Sullivan asked if the permitting information would interact with the assessors database, and M. De La Fuente answered that internally all permit history would be able to be viewed

- for a specific property. Externally, the data would be able to be viewed in this way, but could be displayed differently for privacy purposes.
- K. Trierweiler stated that 15 years ago she had presented a similar idea, but was only implemented for the building department and is unable to be integrated with other departments. This vendor was also recently sold to another company and the customer service since has been poor.
- K. Trierwiler also pointed out similar customer service issues with the vendor that provides the online platform for transfer station sticker purchases, which was offline for the first three weeks of the renewal year, meaning residents had to come to Town Hall to purchase a sticker. OpenGov would offer an improved customer service experience for residents.
- M. Sullivan asked about the cost of the software and implementation. B. Franklin answered that the total upfront implementation costs would be $82,000, and include workflows for the Building, Planning and Zoning, Conservation, and Public Works departments.In the second year, operating costs of $50,000, with annual increases, for subscription to the service would begin. E. O'Corcora mentioned that some of that cost is already being paid to existing vendors. B. Franklin mentioned, as an example, Peoples GIS is used for transfer station stickers, building and permitting fees, fleet services, and water asset management, for a cost of around $18,000. People GIS has also notified the town that desired improvements to the transfer station sticker platform will costs around $10,000.
- M. Marucci clarified that the up front cost would be included in the capital budget and in the upcoming years, the operating costs would shift to the town's operating budget.
- M. Marcucci asked about the revenues generated by the fees paid for via the platform, which K. Trierweiler would greatly exceed the total cost.
- M. Sullivan asked about a grant that had been mentioned during the conversation. M. De La Fuente noted that the town received an $80,000 grant for a separate project that would ultimately be integrated into the OpenGov platform, if purchased.
- M. Sullivan asked about the four departments that town would focus on, and how no additional cost would be incurred for adding additional departments. B. Franklin answered that part of the implementation costs relate to training, meaning town staff would be able to add on new workflows later on.
- E. O'Corcora continued with his presentation, requesting $300,000 for school IT improvements, noting that areas of focus include school building security, instructional hardware for staff, and network infrastructure such as projectors, network switches, wireless internet, and so on.
- M. Marcucci noted that this was an annual request that had appeared in prior years' capital budgets. E. O'Corcora added that funding had been used for radio systems, upgrades for cameras at schools, and network switches.
- M. Marcucci asked if the $300,000 annual appropriation for school IT improvements was sufficient. E. O'Corcora confirmed it was at least for the next few years.
- M. Sullivan asked about personal student devices would be purchased with these funds, which E. O'Corora confirmed they would not be but would be put towards instructional hardware.
- M. Sullivan asked E. O'Corcora to confirm that he would use the annual appropriation of $30,000 for town department IT improvements towards the OpenGov implementation, if approved. E. O'Corcora stated that this was the case.
- M. Marcucci reminded the committee that its next meeting would be on October 6th.
- On a motion by M. Sullivan and seconded by K. Trierwiler, the committee voted to approve meeting minutes from its September 15th, 2023 meeting.
- The committee voted unanimously to adjourn.

Next Meeting	● October 6th, 2023 at 9:30 am

School Buildings	2025	2026	2027	2028	2029
Medfield High School					
Preventive Maintenance - AHU's	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
PM/Repalcement - RTU's	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Misc. Site Work	10,000.00				
Electrical Upgrdes	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Brick Façade Repair		50,000.00		50,000.00	
Window Sealants		25,000.00		25,000.00	
Medfield Outreach Work	20,000.00				
Window Weather stripping		10,000.00		10,000.00	
Fluid Pumps		5,000.00		5,000.00	
Additional Money for Court Repairs	125,000.00				
Paint Interior			20,000.00	20,000.00	20,000.00
Regrout tile			4,000.00	4,000.00	4,000.00
Acoustical Ceiling Replacement			40,000.00	40,000.00	40,000.00
Boiler Replacement (Green Communities)		100,000.00			
Blake Middle School					
PM/Replacement - RTU's	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Misc. Site Wrok	10,000.00	10,000.00	10,000.00		
PM - AHU's	20,000.00	20,000.00	20,000.00		
Interior Painting		25,000.00		25,000.00	
Windows @ Curtin Wall in Cafe			50,000.00	50,000.00	50,000.00
Carpet Replacement		60,000.00			
VCT/Flooring Replacement	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Brick Façade Repair (partial)		50,000.00		50,000.00	
Locker Room Renovations			75,000.00	75,000.00	75,000.00
Acoustic Ceilings	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Boiler Replacement (Green Communities)	100,000.00				
Fluid Pumps	5,000.00	5,000.00			
Dale Street School					
Interior Improvements	50,000.00				
Asbestos Flooring Abatement/Replacement	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00

	2025	2026	2027	2028	2028
Carpet Replacement	20,000.00				
Wheelock					
Preventive Maintenance - Fan Coil Units	10,000.00				
Replace Valves Throughout	10,000.00				
Preventive Maintenance - Exhaust Fans	5,000.00				
Flooring / VCT Abatement	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Preventive Maintenance - Gym Units	25,000.00				
Replace Pneumatic Temp Controls (Green Com?)	100,000.00				
Door Installation@ Library		10,000.00			
Electrical upgrade			100,000.00		
Re-grout Tile @ plumbing fixtures		2,000.00	2,000.00	2,000.00	2,000.00
Memorial					
Preventive Maintenance - RTU's	5,000.00	5,000.00			
Misc. Site Work	12,000.00				
Carpet/VCT/Painting	25,000.00	20,000.00	20,000.00		
Grease Trap Replacement	12,000.00				
Interior Painting		20,000.00	20,000.00	20,000.00	20,000.00
Electrification project (debt service)		250,000.00			
Sprinkler Head Replacement		10,000.00			
District Wide					
Schilling Baseball Field Repair (debt service)			1,200,000.00		
Turf Field Lights (debt service)			350,000.00		
Sealant Replacement (engineering / project)	10,000.00	50,000.00	50,000.00	50,000.00	50,000.00
New Storage Containers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Roof Replacement (MSBA Roof Repair Program)		8,000,000.00			
Resurfacing of School Parking lots	250,000.00				
TOTALS - Schools	1,039,000.00	8,942,000.00	2,176,000.00	641,000.00	476,000.00
Town Buildings	**2025**	**2026**	**2027**	**2028**	**2028**

Town Hall					
Misc. Exterior Façade Repairs	20,000.00	20,000.00	20,000.00		
PM/Replace? - AHU			5,000.00	5,000.00	5,000.00
Carpet Replacement	40,000.00	40,000.00			
Preventive Maintenance - Vent exhaust fans	5,000.00	5,000.00			
Interior Improvements	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Sprinkler Work	10,000.00				
New Elevator Install			200,000.00		
Regrout Tile				2,000.00	2,000.00
Brick Façade Repair		25,000.00		25,000.00	
Sealant Replacement	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Window replacement		30,000.00		30,000.00	
Boiler Work		30,000.00			
Chiller Plant (Green Commuities?)		200,000.00			
Paving			30,000.00		
Public Safety					
Basketball Court Reapir	200,000.00				
Sprinkler Work	10,000.00				
Parks and Rec Building					
Misc Plumbing Repairs	6,000.00				
Misc Electrical Repairs	5,000.00				
COA					
Building Envelope Repair/Windows	10,000.00	10,000.00	10,000.00		
Sprinkler Work _ Dry System	10,000.00				
Exterior Painting	50,000.00				
Fluid pumps			5,000.00		
EPDM Roofing				5,000.00	5,000.00
Carpet Replacement		20,000.00			
Library					
EPDM Engineering	10,000.00				

	2025	2026	2027	2028	2029
Brick Facade Repair			5,000.00	5,000.00	5,000.00
Fire Alarm System Replacement	100,000.00				
Regrout Tile		3,000.00	3,000.00		
EPDM Roof		50,000.00			
ATC Computer Controls		25,000.00			
Fluid Pumps	5,000.00				
Paving			20,000.00		
Carpet			30,000.00	30,000.00	30,000.00
Interior Painting			35,000.00	35,000.00	35,000.00
Dry System Pipe Replacement			30,000.00		
RTU Repair		20,000.00			
TOTAL Town Buildings	516,000.00	513,000.00	428,000.00	172,000.00	117,000.00
All Town Facilities					
ADA Improvements	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Roof Replacement (TH/Partial Library) (debt service)				6,000,000.00	6,000,000.00
TOTAL All Town Facilities	526,000.00	523,000.00	438,000.00	6,182,000.00	6,127,000.00
Town and Schools					
Department Wide	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Emergency Repair Funding	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00
TOTAL Town and Schools					
	2025	**2026**	**2027**	**2028**	**2029**
TOTALS for School and Town Buildings	1,740,000.00	9,640,000.00	2,789,000.00	6,998,000.00	6,778,000.00

**Some $ will need to be figured in for Debt Service Projects if kepted in budget.	Debt Service / Green Community	Debt Service	Debt Service	Debt Service	Debt Service
	(350,000.00)	(250,000.00)	(1,200,000.00)	(6,000,000.00)	(6,000,000.00)
	(200,000.00)	(8,000,000.00)	(350,000.00)		
Net of Potential Debt Service/Grant Funding	**1,190,000.00**	**1,390,000.00**	**1,239,000.00**	**998,000.00**	**778,000.00**

Municipal Buildings Stabilization Fund

Town Meeting	Fiscal Year	Approved Override	Appropriated into Fund from Other Sources	Prior Year Balance	Stabilization Fund Balance Available for Appropriation	Total Project Appropriations	Investment gain/loss	Stabilization Fund Balance	
April 2018	FY 2019	$ 1,000,000	$ -	$ -	$ 1,000,000	$ (1,000,000)		$ -	as of June 30, 2019
April 2019	FY 2020	$ 1,025,000	$ -	$ -	$ 1,025,000	$ (782,125)	$ 11,764	$ 254,639	as of June 30, 2020
June 2020	FY 2021	$ 1,050,625	$ -	$ 254,639	$ 1,305,264	$ (779,500)	$ 21,322	$ 547,086	as of June 30, 2021
May 2021	FY 2022	$ 1,076,891	$ 303,199	$ 547,086	$ 1,927,175	$ (1,090,500)	$ (13,459)	$ 823,216	as of June 30, 2022
May 2022	FY 2023	$ 1,103,813	$ 477,560	$ 823,216	$ 2,404,589	$ (1,529,000)		$ 893,417	as of June 30, 2023
May 2023	FY 2024	$ 1,131,408	$ 38,173	$ 893,417	$ 2,062,998	$ (1,405,000)		$ 657,998	estimated June 30, 2024 balance
May 2024	FY 2025	$ 1,159,693	$ 350,000	$ 657,998	$ 2,167,691	$ (1,740,000)		$ 427,691	estimated June 30, 2025 balance

Sources of appropriations from other funds:

FY2022
$	181,941	MSBA Reimbursements
$	121,258	Emergency Reserve Fund
$	**303,199**	**Total**

FY2023
$	171,882	MSBA Reimbursements
$	305,678	Unexpended Reimbursements
$	**477,560**	**Total**

FY2024
$	24,342	MSBA Reimbursements
$	13,831	Closed articles
$	**38,173**	**Total**

FY2025
$	350,000	Free Cash (potential)
$	**350,000**	**Total**

Department	Project #	Project	FY2025 Request
Land Use, Building Inspections, Public Works	TWN 1	OpenGov Software	80,000
Fire	MFD 11	Large and Small DIA Hose	91,000
Public Works	PW 11	Ford F550	105,000
Public Works	PW 17	6-Wheel Dump Truck	262,000
Public Works	PW 26	Cemetery Mower	17,000
DPW Pavement Management	PAVE 7	Pavement Management and Improvement - Various Projects	185,000
Public Works	PW 29	Variable Sign	30,000
Police	MPD 13	Police vehicle	33,000
Police	MPD 20	Taser Update	72,000
Information Technology - School	IT 5	School Information Technology	300,000
		Total	**1,175,000**
HELD:			
Facilities	FACILITIES 4	Vehicle replacements	60,000
Public Works	PW 16	Sidewalk Master Plan Implementation	150,000
Parks and Recreation	PARKS 11	Stephen Hinkley Memorial Park - Parking Lot	105,000
		Total	**315,000**
REMOVED:			
Information Technology	IT 7	Town departmental computer and server upgrades	30,000
		Total	**30,000**