



TOWN OF MEDFIELD MEETING NOTICE

Posted in accordance with the provisions of M.G.L. c. 30A, §§18-25

This meeting will be held remotely on Zoom. Members of the public who wish to view, listen to, or participate via Zoom may do so by joining by one of the following options:

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- a. Webinar ID: 822 5261 3414
- b. Password: 851405

2. Or One tap mobile :

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19294362866,,82252613414#,,,*851405# US (New York)

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Capital Budget Committee

Board or Committee

PLACE OF MEETING	DAY, DATE, AND TIME
Remote Meeting on Zoom	Wednesday, August 21, 2024 at 9:30 am

Agenda (Subject to Change)

Call to Order

1. Approval of February 27, 2024 and March 28, 2024 meeting minutes
2. Review new non-building capital request form

3. Financial policies update
4. Review of available and projected Capital Stabilization Fund and Municipal Building Capital Stabilization Fund balances
5. Preview of draft Fiscal Year 2026 to Fiscal Year 2030 Capital Plan
6. Discussion and update to 20-year municipal buildings capital plan and Fiscal Year 2026 Municipal Building Capital Stabilization Fund projects
7. Scheduling future meetings for review of individual departmental capital requests for Fiscal Year 2026

Adjourn

Capital Budget Committee Meeting Minutes
February 27, 2024

Capital Budget Committee Members	Present: Kristine Trierweiler, Megan Sullivan, Michael Marcucci, Andrew Foster, Robert Aigler ~ 15 minutes late	
Guests	Frank Gervasio, John Woodhill, Katie Walper & Mel Seibolt, Amy Colleran	
Meeting Location	Held remotely on Zoom	
Meeting Times	Meeting convened: 10:00 AM	Meeting adjourned: 11:15 AM
Meeting Minutes	<ul style="list-style-type: none"> ● Opens with discussion regarding Conservation Commission FY 2025 Capital Expenditure Requests. There are two current articles proposed by the Conservation Commission <ul style="list-style-type: none"> ○ Renovated signage that displays conservation rules and marks land <ul style="list-style-type: none"> ■ Total estimated cost \$15,000, high priority signs cost \$1,000 ○ Pond Survey to determine how the best treatment strategy for five large ponds (Meeting House Pond, Danielson Pond, Flynn's Pond, Kingsbury Pond, & Vine Lake Pond) <ul style="list-style-type: none"> ■ Total estimated cost is \$25,000, not eligible to be purchased under Conservation Commission Fund ● There is \$5,000 in the Conservation Commission Operating Budget for Vegetation Maintenance, which is not a Capital Budget Issue. None of these motions will be added to the Capital Budget ● Parks & Recreation FY 2025 Capital Expenditure Requests. There are two current articles proposed by the Conservation Commission <ul style="list-style-type: none"> ○ Additional funding for the Metacomet Tennis Court lights <ul style="list-style-type: none"> ■ Received \$100,000 earmark but since the State was unable to meet its revenue projections the earmark was cut to \$50,000 ■ Total project is estimated to cost \$165,000. Counted on the \$100,000 earmark and a \$65,000 from the Revolving Fund ■ Able to raise an additional \$20,000 and needs \$30,000 from the Capital Budget to fund the project ○ Advancing McCarthy park parking lot timeline from FY 2026 to FY 2025 <ul style="list-style-type: none"> ■ Currently are preparing the paving of Hinkley and McCarthy however three external organizations recommended they do both projects at the same time to be eligible for a 5-7% discount ● Request for \$30,000 from the Capital Budget regarding the Metacomet Tennis Court lights was approved 5-0. Request for moving parking lot timeline from FY 2026 to FY 2025 is approved 5-0 ● Kristine Trierweiler highlights that Park & Recreation have nothing listed in the Capital Budget Plan after FY 2027, Katie Walper & Mel Seibolt add they may install Pickleball Courts and are notified all changes must be made before the Capital Plan is approved ● Municipal Building Stabilization Fund Expenditure Requests <ul style="list-style-type: none"> ○ FY 2025 TriCounty new school cost <ul style="list-style-type: none"> ■ Notified that in FY 2025 TriCounty will increase its Capital Requests, and will need \$20,000 for the new school cost (too small to borrow) in FY 2026 onward but may fluctuate depending on TriCounty enrollment (more students that TriCounty has more money must be allocated) 	

	<ul style="list-style-type: none"> ● Request for \$20,000 from the Municipal Stabilization Fund regarding the FY 2025 TriCounty new school cost is approved 5-0 ● FY 2023 Capital Plan Expenditure Request <ul style="list-style-type: none"> ○ Additional fund allocation from FY 2023 capital plan for facilities vehicle <ul style="list-style-type: none"> ■ Vehicle is a 2024 Ford F-350, a new tractor is not included ■ Original appropriation from Fy 2023 was \$45,000 and the cost of the vehicle was \$62,947.70 ● Lots of internal confusion, the FY 2023 Capital Plan issue will be recapped offline ● Discussion to review 5 year Capital Plan <ul style="list-style-type: none"> ○ Michael Marcucci notes that there are no school requests listed <ul style="list-style-type: none"> ■ Frank Gervasio says that there are projects in the Municipal Buildings Fund related to schools that he will forward to Michael Marucci ○ Megan Sullivan notes that there is only one police vehicle listed <ul style="list-style-type: none"> ■ Wants a schedule for the implementation of police vehicles ■ Debt exclusion will be used for \$1,000,000 expenditure for fire truck ○ Kristine Trierweiler notes that there will be new capital budget paperwork <ul style="list-style-type: none"> ■ Will need to be reviewed by the various department heads
Next Meeting	TBD

Motions

Capital Budget Committee Meeting Minutes
February 27, 2024

Capital Budget Committee Members	Present: Kristine Trierweiler, Michael LaFrancesca, Megan Sullivan, Brent Nelson, Michael Marcucci, Andrew Foster	
Guests	Frank Gervasio, Maurice Goulet, Amy Colleran	
Meeting Location	Held remotely on Zoom	
Meeting Times	Meeting convened: 2:00 PM	Meeting adjourned: 2:25 PM
Meeting Minutes	<ul style="list-style-type: none"> ● Water Enterprise Fund FY 2025 Expenditure Requests <ul style="list-style-type: none"> ○ Water replacement engineering <ul style="list-style-type: none"> ■ Total cost is \$250,000 ■ These funds will not be used for any particular cause, but rather an anticipation for what they will need for future projects ■ Projects are likely much more expensive than the \$250,000, so this will be used to propel the design part of various projects ○ Sewer department <ul style="list-style-type: none"> ■ Nine lift stations operate for the sewer to function, two of which need upgrades (Hill & Orchard pump station). Hill station costs \$95,000 while the Orchard station costs \$120,000 ■ Applied for Asset Management grant where Medfield was awarded \$150,000 towards a \$250,000 project. Need \$75,000 to successfully conduct the Asset Management project ■ Requests \$220,000 for inflow/filtration from ARPA ● All Water Enterprise Fund Expenditure requests were approved 5-0 ● FY 2024 & FY 2025 Capital Plan Expenditure Request <ul style="list-style-type: none"> ○ Additional funding for FY 2024 vehicle from \$45,000 to \$62,948 <ul style="list-style-type: none"> ■ This vehicle is a Ford F-150 that is used for plowing ■ Funds will come from ARPA (\$17,948) ○ Additional funding for FY 2024 Structural Fire Gear from \$30,000 to \$36,395 <ul style="list-style-type: none"> ■ Funds will come from ARPA (\$6,395) ○ Additional funding for FY 2025 facilities vehicle from \$60,000 to \$65,948 <ul style="list-style-type: none"> ■ Upgrade from a Ford F-250 to a Ford F-350 needed for plowing ■ Funds will come from Capital Budget (\$5,000) ● All FY 2024 & FY 2025 Capital Plan Expenditure Requests are approved 5-0 ● 20 Year Facilities Plan Expenditures Request <ul style="list-style-type: none"> ○ Originally appropriated 35k for plan but will require more funding as it is missing several buildings such as the public safety building <ul style="list-style-type: none"> ■ After consulting other towns, the cost of making the adequate updates will be \$100,000 ■ Wants to reappropriate \$74,608 from FY 2023 and FY 2024 Capital Budgets into the 20 Year Facilities Plan ● Request to reappropriate funds into the 20 Year Facilities Plan is approved 5-0 	
Next Meeting	TBD	

TOWN OF MEDFIELD: FY _____ CAPITAL REQUEST DETAILS

Department/Division:	
Capital Project/Purchase Title:	
Requested Funding Amount:	
Expected Life Cycle:	

Requested Funding Source:	<input type="checkbox"/> Resubmission (prior request not funded)	<input type="checkbox"/> Permitting required
<i>(check all those that apply)</i>	<input type="checkbox"/> Replacement of existing equipment	<input type="checkbox"/> New addition to equipment fleet

Check all those that apply	<input type="checkbox"/> Debt	<input type="checkbox"/> Capital Stabilization Fund	<input type="checkbox"/> Enterprise Fund
	<input type="checkbox"/> Grant	<input type="checkbox"/> Revolving Fund	<input type="checkbox"/> Free Cash
	<input type="checkbox"/> Tax Levy	<input type="checkbox"/> Other	

Description:

Benefits of Project and Impact if Not Completed:

Alternatives Considered (if any):

Operating Budget Impact:

Project Phase/Category <i>(if applicable)</i>	Amount
Study/Design	
Land Acquisition	
Construction	
Equipment Cost	
Contingency	
Other	
TOTAL	\$0

Check all that apply:	
<input type="checkbox"/> Rehabilitates obsolete assets	<input type="checkbox"/> Legal obligations (including lease payments)
<input type="checkbox"/> Address assets at end of life cycle	<input type="checkbox"/> Alleviate/prevent service disruptions
<input type="checkbox"/> Reduces future investment/maintenance needs	<input type="checkbox"/> Leverages state/federal grant funds (matching funds, etc.)
<input type="checkbox"/> Public health/safety needs	<input type="checkbox"/> Regulatory requirements

Please attach purchase/project estimate to this form

Capital Stabilization Fund Roll-Forward Analysis

Fiscal Year	Beginning Balance	Free Cash Deposit	Total Available for Appropriation	Total Project Appropriations	ARPA Offset	Investment Income	Projected Remaining Balance	
FY23	\$21,521	\$2,000,000	\$2,021,521	\$1,106,000		\$9,770	\$925,291	
FY24	\$925,291	\$850,000	\$1,775,291	\$796,000		\$49,917	\$1,029,208	balance as of 6/30/2024
FY25	\$1,029,208	\$700,000	\$1,729,208	\$1,270,000	\$411,000		\$870,208	estimated balance as of 6/30/2025
FY26	\$870,208		\$870,208	\$1,000,000	\$451,000		\$321,208	estimated balance as of 6/30/2026
FY27	\$321,208		\$321,208	\$1,000,000			-\$678,792	estimated balance as of 6/30/2027

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)	\$ 17,828	\$ 893,417	as of June 30, 2023
May 2023	FY 2024	\$ 1,131,407	\$ 147,295	\$ 893,417	\$ 2,172,119	\$ (1,405,500)	\$ 44,140	\$ 810,759	as of June 30, 2024
May 2024	FY 2025	\$ 1,159,692	\$ 261,526	\$ 810,759	\$ 2,231,977	\$ (1,776,147)	\$ -	\$ 455,830	estimated June 30, 2025 balance
May 2025	FY 2026*	\$ 1,188,684		\$ 455,830	\$ 1,644,515	\$ (1,447,000)		\$ 197,515	estimated June 30, 2026 balance
May 2026	FY2027*	\$ 1,218,402		\$ 197,515	\$ 1,415,917	\$ (1,000,000)		\$ 415,917	estimated June 30, 2027 balance

*Note: FY26 and FY27 approved override amounts are subject to Select Board approval

FY2026 to FY2030 Capital Improvement Plan										
Department	Project #	Project	Project Description	Funding Source	Total Project Cost	FY2026 Request	FY2027 Request	FY2028 Request	FY2029 Request	FY2030 Request
Police	MPD 18	AEDs	Replace 9 AED units	Capital Stabilization Fund	24,300					24,300
Police	MPD 16	Police vehicle	Replace Line Cruiser	Capital Stabilization Fund	66,000		66,000			
Police	MPD 17	Communications Upgrade	Radio System	Capital Stabilization Fund	100,000				100,000	
Police	MPD 19	Police Vehicle	Replace Line Cruiser	Capital Stabilization Fund	66,000	66,000				
Police	MPD 20	Taser	5 year Replacement per Warranty	Capital Stabilization Fund	85,000					85,000
Police	MPD 16	Police vehicle	Replace Line Cruiser	Capital Stabilization Fund	66,000			66,000		
Police	MPD21	Drone	Upgrade (6 year replacement)	Capital Stabilization Fund	7,500					7,500
Fire	MFD 1	Replace Engine 3	Replace Engine 3, a 1989 Pierce due to age, maintenance costs, and reliability. This vehicle was purchased to replace the previous Engine 3, a 1983 Mack, which had an electrical fire. This vehicle was replaced with a lease purchase financing agreement. \$48,095 per year for 10 years	Tax Levy / Local Receipts	240,475	48,095	48,095	48,095	48,095	48,095
Fire	MFD 9	Structural Fire Gear	The National Fire Protection Associations standards mandate that fire gear should be taken out of service after 10 years as the materials start to breakdown during exposure to sunlight. Members of the department have gear older than 13 years. Each set is approximately \$2,570, including helmet, hood, jacket, pants, gloves, and boots.	Capital Stabilization Fund	30,000	30,000				
Fire	MFD 18	Car 3	Replace the 2012 Pick up used by the Shift Commander	Capital Stabilization Fund	60,000		60,000			
Fire	MFD 19	Ambulance 1	Replace Ambulance 1, a 2017 vehicle	ALS Revolving Fund / Ambulance Revolving Fund	345,000	345,000				
Fire	MFD 21	Ladder 1	Replace Ladder 1	General Fund Debt	1,000,000			1,000,000		
Information Technology	IT 5	School Information Technology	Upgrade school IT infrastructure and hardware	Capital Stabilization Fund	1,500,000	300,000	300,000	300,000	300,000	300,000
Information Technology	IT 7	Town departmental computer and server upgrades	Upgrade IT equipment at Town buildings	Capital Stabilization Fund	250,000	50,000	50,000	50,000	50,000	50,000
Parks and Recreation*	PARKS 13	Metacomet Tennis Courts	Tennis courts need to be re-surfaced	Parks and Recreation Revolving Fund/ Capital Stabilization Fund	500,000	500,000				
Parks and Recreation*	PARKS 14	Small SUV for Department	The department is in need of a small SUV	Parks and Recreation Revolving Fund	40,000	40,000				
Parks and Recreation*	PARKS 15	Strategic Planning Consultant	The department is in need of a strategic plan and forecasting the future of the department	Capital Stabilization Fund	-	TBD				
Parks and Recreation*	PARKS 13	Pickleball Courts	To add Pickleball Courts for the town	Parks and Recreation Revolving Fund	-		TBD			
Facilities	FAC 5	Vehicle replacement	Replacement of 1975 tractor used for snow removal and other grounds maintenance needs	Capital Stabilization Fund	65,000	65,000				
Public Works	PW 10	Backhoe Loader	Replace vehicle #16, a 2004 Backhoe	Capital Stabilization Fund	185,000	185,000				
Public Works	PW 12	Road Improvements	Chapter 90 road improvements, including crack sealing, mill and overlay, and reclamation	Chapter 90	2,060,000	412,000	412,000	412,000	412,000	412,000
Public Works	PW 15	Transfer Station Solid Waste Trailer	Reconstruct the transfer station to improve traffic flow, solid waste and recycling stations, and install new compactors and equipment	Capital Stabilization Fund	120,000					120,000
Public Works	PW 18	6-Wheel Dump Truck	Replace vehicle #25, a 2005 Ford F350 with plow with a 2025 F350 with plow	Capital Stabilization Fund	105,000	105,000				
Public Works	PW 19	Snow Blower	Replace unit #68, a Sno-Go Snow blower, with a 2026 Snow Blower	Capital Stabilization Fund	125,000		125,000			
Public Works	PW 20	Ford F550	Replace vehicle #9, a 2008 Ford F550, with a 2026 F550 with plow	Capital Stabilization Fund	105,000		105,000			
Public Works	PW 21	Dump Trailer	Replace unit #67, a 1988 Dump Trailer, with a 2026 Dump Trailer	Capital Stabilization Fund	50,000		50,000			
Public Works	PW 24	Sweeper	Replace existing Elgin Sweeper #12 with new Sweeper	Capital Stabilization Fund	200,000			200,000		

Public Works	PW 25	6 Wheel Dump Truck	Replace Vehicle #7, a 2005 Mack Truck with a new Mack Truck with plow and sander	Capital Stabilization Fund	200,000			200,000		
Public Works	PW 27	Wheel Loader	Replace vehicle #30, with a new CAT Wheel Loader	Capital Stabilization Fund	190,000				190,000	
Public Works	PW 28	Sidewalk Paver	Replace existing sidewalk paver with a new sidewalk paving machine	Capital Stabilization Fund	55,000				55,000	
Public Works	PW 29	Transfer Station Reconfiguration	Reconstruct the transfer station to improve traffic flow, solid waste and recycling stations, and install new compactors and equipment	Capital Stabilization Fund	500,000				500,000	
Public Works	PW 30	Kubota Zero-Turn Mower	Replace mower #44 Kubota ZD331 with a new Zero-Turn Mower	Capital Stabilization Fund	30,000					30,000
Public Works	PW 31	Hustler 60-inch Zero-Turn Mower	Replace mower #91 Hustler Super Z with a new Zero-Turn Mower	Capital Stabilization Fund	20,000					20,000
Public Works	PW 32	Mack GR64F 10-Wheel Dump Truck	Replace vehicle #8 Mack 10-wheel dump truck with a new Mack Dump truck	Capital Stabilization Fund	200,000					200,000
DPW Pavement Management	PAVE 7	Pavement Management and Improvement - Various Projects	Pavement management and improvement projects	Capital Stabilization Fund	925,000	185,000	185,000	185,000	185,000	185,000
				TOTAL	9,515,275	2,331,095	1,401,095	2,461,095	1,840,095	1,481,895

**Note the Parks and Recreation Commission is voting on a five-year capital plan on 8/20, these projects and amounts are subject to change*

FY25 Capital Projects approved by Town Meeting

Capital stabilization fund requests				
Department	Project #	Project	Funding Source	FY2025 Request
Land Use, Building Inspections, Public Works	TWN 1	OpenGov Software	Capital Stabilization Fund	80,000
Fire	MFD 11	Large and Small DIA Hose	Capital Stabilization Fund	91,000
Public Works	PW 11	Ford F550	Capital Stabilization Fund	105,000
Public Works	PW 17	6-Wheel Dump Truck	Capital Stabilization Fund	262,000
Public Works	PW 26	Cemetery Mower	Capital Stabilization Fund	17,000
DPW Pavement Management	PAVE 7	Pavement Management and Improvement - Various Projects	Capital Stabilization Fund	185,000
Public Works	PW 29	Variable Sign	Capital Stabilization Fund	30,000
Police	MPD 13	Police Motorcycle	Capital Stabilization Fund	33,000
Police	MPD 20	Taser Update	Capital Stabilization Fund	72,000
Information Technology - School	IT 5	School Information Technology	Capital Stabilization Fund	300,000
Parks and Recreation	PARKS 10	Lighting at Metacomet Tennis	Capital Stabilization Fund	30,000
Facilities	FACILITIES 4	Vehicle replacements	Capital Stabilization Fund	65,000
			Total	1,270,000

Other funding source requests				
Department	Project #	Project	Funding Source	FY2025 Request
Fire	MFD 1	Replace Engine 3	Tax Levy / Local Receipts	48,095
Public Works	PW 12	Road Improvements	Chapter 90	412,000
Parks and Recreation	PARKS 10	Lighting at Metacomet Tennis	Earmark	50,000
Parks and Recreation	PARKS 10	Lighting at Metacomet Tennis	Parks and Recreation Revolving Fund	70,000
Parks and Recreation	PARKS 12	Hinkley Parking Lot	Parks and Recreation Revolving Fund	45,000
Parks and Recreation	PARKS 12	Hinkley Parking Lot	Free Cash	68,000
Parks and Recreation	PARKS 11	McCarthy Park Driveway-parking	Parks and Recreation Revolving Fund (previously appropriated articles)	138,005
Parks and Recreation	PARKS 11	McCarthy Park Driveway-parking	Parks and Recreation Revolving Fund	61,995
			Other Total	893,095