

# **Town of Medfield**

## **Capital Budget Committee**

### **Meeting Minutes**

**Date:** Friday, September 12, 2025

**Time:** 9:30 a.m.

**Place:** Remote Meeting on Zoom

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### **Members Present**

- Ms. Megan Sullivan, Chair, resident-at-Large
- Mr. Mark Fisher, resident-at-Large
- Mr. Brent Nelson, Warrant Committee designee
- Mr. Michael La Francesca, School Committee designee
- Ms. Eileen Murphy, Select Board Member
- Mr. Rob Aigler, resident-at-large

### **Non-Voting Members Present:**

- Ms. Kristine Trierweiler, Town Administrator (staff)
- Ms. Brittney Franklin, Assistant Town Administrator (staff)

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### **Call to Order**

The meeting began with greetings among members.

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## **1. Discussion of Reorganization and Vote to Designate a Chair**

Ms. Trierweiler explained that former Chair Michael Marcucci had resigned and that she and Mr. Andrew Foster were no longer committee members. She recommended Ms. Megan Sullivan, who had previously served as vice chair, to serve as chair.

Committee members discussed the reorganization and designation of a new chair. The matter was held for a formal vote until later in the meeting when all members were present.

### **MOTION CARRIES.**

Ms. Sullivan formally opened the meeting as Chair and requested roll call identification of members.

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## **2. Review of Capital Stabilization and Municipal Building Stabilization Fund Balances**

Ms. Trierweiler presented the Fiscal Year 2026 roll-forward analysis.

- **Capital Stabilization Fund:** Beginning balance \$925,911; \$850,000 appropriated from free cash; \$482,927 in turnbacks returned; \$2,258,838 available; \$988,000 appropriated to projects; balance entering FY27 approximately \$1.2 million.
- **Municipal Building Stabilization Fund:** Beginning balance \$320,783; anticipated override of \$1.2 million; available balance approximately \$1.5 million entering FY27.

She noted the October 15 deadline for a final capital budget was too aggressive, given uncertified free cash, and suggested revisiting this policy date in the next biennial review.

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## **3. Preview of Draft FY2027–FY2031 Capital Plan**

Ms. Trierweiler shared the preliminary non-building capital plan:

- **Pink highlights:** New requests.
- **Yellow highlights:** Moved requests.

She explained redesigned forms now require departments to specify justification (mandate, legal requirement, or service reduction).

Most Fire Department requests were new due to the transition from Chief Carrico to Chief DeKing. She emphasized the updated ladder truck request, moved from FY2030 to FY2028 due to a three-year delivery window. Costs had risen from \$1.1 million to \$1.7 million, with vendors now estimating \$2.1 million.

IT requests were being adjusted due to network concerns.

Ms. Sullivan observed this was the first year including FY2031 requests and suggested marking them distinctly until reviewed. Mr. Nelson cautioned that a complete five-year review could require multiple meetings and that FY27 requests already exceeded available funds.

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#### **4. Update to 20-Year Municipal Buildings Capital Plan**

Ms. Trierweiler explained that draft Municipal Building Stabilization Fund projects now tie directly to the 20-year capital plan. Not all projects can fit within budget constraints; larger projects will need to be scheduled across years. She said she was working with the Warrant Committee chair to determine priorities.

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#### **5. Scheduling Future Meetings for Departmental Requests**

The Committee agreed to meet weekly on Fridays at 9:30 a.m. until work was complete.

- Next week's session will focus on Police and Fire (since DPW staff will be unavailable).
- Subsequent sessions will include DPW with Water and Sewer, Parks & Recreation, IT, and other departments.
- Each department will be allocated approximately one hour.

Mr. Nelson recommended beginning with vehicle-heavy departments as easier to digest; IT would be scheduled later.

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#### **6. Vote to Designate a Chair**

At approximately 32:39, Mr. Aigler joined the meeting, and the Committee proceeded with the vote on Item 1.

**Motion:** Ms. Murphy moved to designate Ms. Sullivan as Chair of the Capital Budget Committee.

**Second:** Mr. Fisher seconded.

- **Roll call vote:**

- Mr. La Francesca — Yes
- Mr. Fisher — Yes
- Mr. Nelson — Yes
- Ms. Murphy — Yes
- Mr. Aigler — Yes
- Ms. Sullivan — Yes

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## **Adjournment**

- **Motion:** Ms. Murphy moved to adjourn.

- **Second:** Mr. Fisher seconded.

- **Roll call vote:**

- Mr. La Francesca — Yes
- Mr. Fisher — Yes
- Mr. Nelson — Yes
- Ms. Murphy — Yes
- Mr. Aigler — Yes
- Ms. Sullivan — Yes

**MOTION CARRIES.**

Meeting adjourned.

**MEETING PACKET MATERIALS: <https://town.medfield.net/2407/FY2027-Capital-Budget>**

- Municipal Building Capital Plan and Decarbonization Study - 20 Year Master Plan
- Financial Policy
- Municipal Building Stabilization Fund Roll-Forward Analysis
- Capital Stabilization Fund Non-Building Roll-Forward Analysis
- DRAFT Five-Year Capital Budget Plan (Non-Building)