

TOWN OF MEDFIELD: FY2027 CAPITAL REQUEST DETAILS

Department/Division:	Town Administrator's Office
Capital Project/Purchase Title:	BOH and Town Administrator's Office Licensing and Permitting OpenGov Software
Requested Funding Amount:	43,144
Expected Life Cycle:	
Priority:	High

Request Reasoning	☒ New
	☐ Resubmission (prior request not funded)
	☐ Recurring
(check all those that apply)	☐ Replacement of existing equipment

Request Purpose	☐ Rehabilitates obsolete assets
	☐ Address assets at end of life cycle (new Equipment)
	☐ Reduces future investment/maintenance needs
	☐ Public health/safety needs
	☒ Increase Efficiency
	☒ Alleviate/prevent service disruptions
	☐ Leverages state/federal grant funds (matching funds, etc.)
(check all those that apply)	☐ Compliance with law/mandate

Request Funding Source	☐ Debt
	☐ Grant
	☐ Enterprise Fund
	☒ Capital Stabilization Fund
	☐ Revolving Fund
	☐ Free Cash
	☐ Tax Levy
(check all those that apply)	☐ Other

Description:

This fiscal year we onboarded OpenGov online permitting and licensing software for the Land Use, Building, DPW and Fire Departments. We would like to extend this online permitting and software system to the Board of Health and Town Administrator's office to allow residents to access all licenses and permitting from their homes.

Benefits of Project and Impact if Not Completed:

Adding Board of Health and Town Administrator permits and licenses online will complete our goal of making all permits and licenses available online. The internal workflows associated with these programs will increase efficiency and transparency. Residents will be able to complete these applications 24/7 from their homes increasing accessibility of the town hall after hours. Adding these two additional licenses will also bump us up to having unlimited access to the permitting platform. If we decide to add in any departments in the future we will be able to do so without the upfront cost.

Alternatives Considered (if any):

N/A

Operating Budget Impact: With the addition of these two more department creating an unlimited license for use of the town the new annual software cost for FY28 will be \$58,171.47 (FY27 annual cost of OpenGov with 5% increase) + \$26,250 (additional of two licenses) for a total annual price for OpenGov software across all departments of \$81,651.40. There is a 5% year over year industry standard increase for the operating cost. For FY27 the software and professional services is included in the total amount requested of \$43,144.

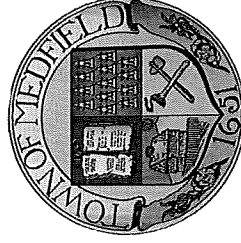
Project Phase/Category (if applicable)	Amount
Study/Design	
Land Acquisition	
Construction	
Equipment Cost	
Permitting	
Contingency	
Other	
TOTAL	\$0

Please attach purchase/project estimate to this form including pictures if applicable

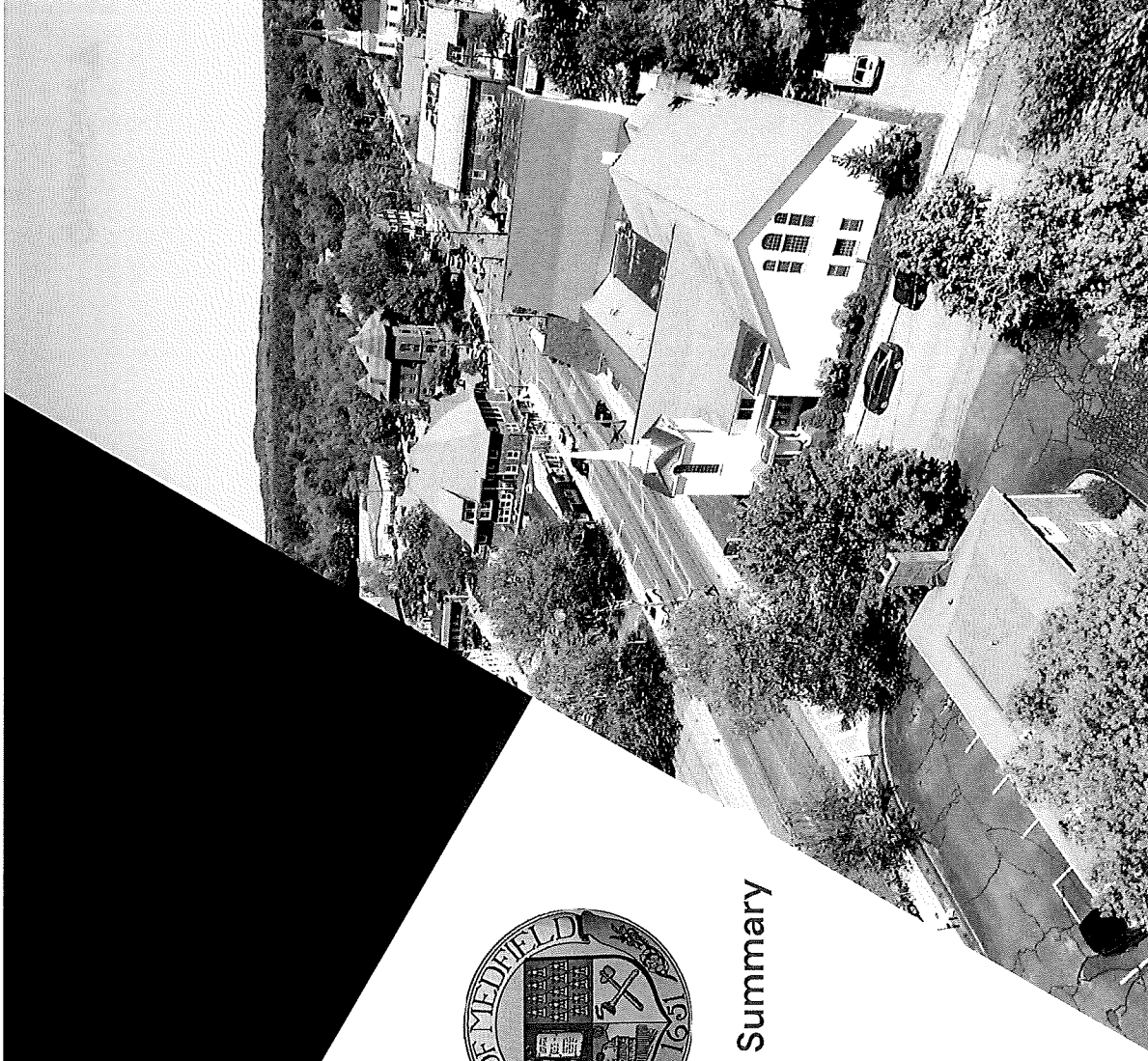
If the request is for a new on-road vehicle, the request must comply with the Zero Emission First Vehicle Policy

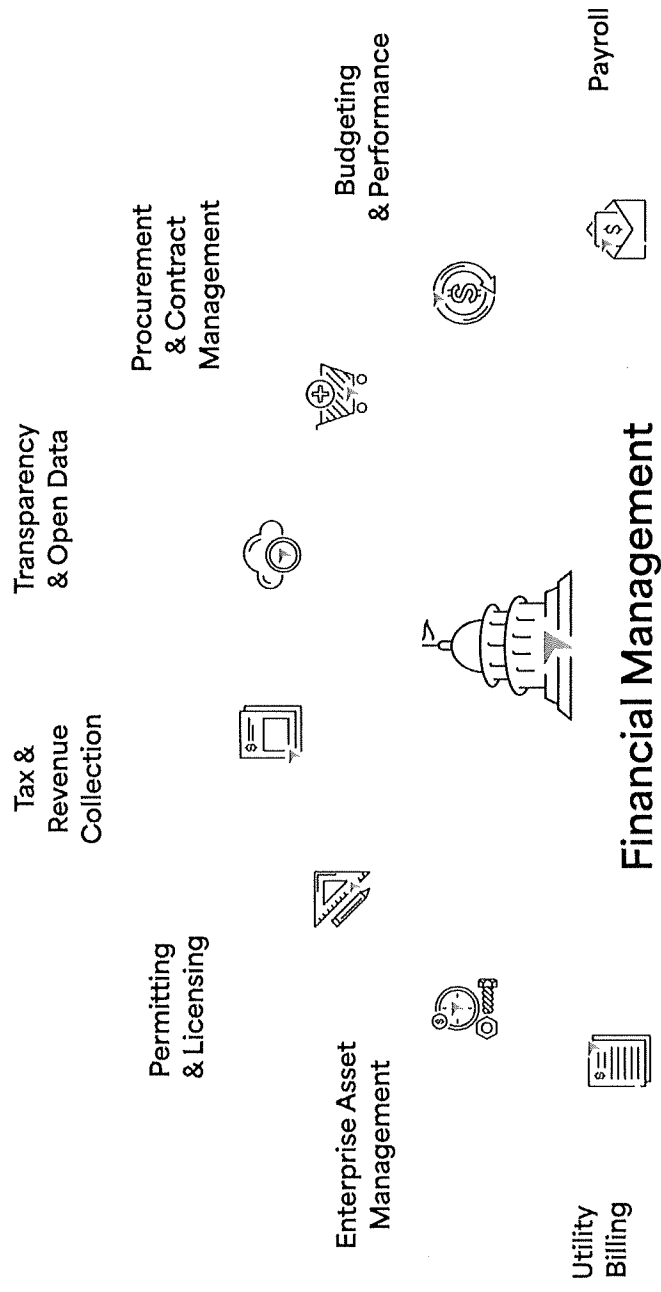


Town of Medfield, MA



Permitting & Licensing – Partnership Investment Summary





ERP

Implementation Overview at Medfield, MA

Permitting and Licensing Overview -

Record Types: *Includes application form*

conversion, permit workflow, user permissions, fee schedules, output document creation, required attachments, renewals (if applicable)

- 2 Service Areas:
 - Health
 - Town Administration
- Record Types:
 - Food Inspections
 - Business Applications/Licensing

* record types are subject to change based on Town's preference

Reporting:

- Records
- Inspections
- Payments
- Approvals
- Documents
- Projects

Trainings:

- Administrator
- End User
- Record Type Configuration
- Reporting

Town of Medfield & OpenGov Permitting Partnership

OpenGov Proposal – Town of Medfield, MA Permitting & Licensing				
Subscription Year	Months	Software	Professional Services	Annual Total
Oct 1, 2025 – Jun 30, 2026	9	\$18,750.00	\$18,144.00	\$36,894.00
Jul 1, 2026 – Jun 30, 2027	12	\$25,000.00	\$0.00	\$25,000.00

Unlimited Service Areas

OpenGov Pricing Includes:

- Health and Town Administration Service Areas with 2 Applications
- Data Migration: **Not needed**
- Annual Software Subscription, Professional Services Implementation, Ongoing Support & Maintenance
- Includes All Future Software Enhancements, Fixes, Updates, Unlimited Users, Service Areas, Data, Reports and Permits

These amounts are calculated based on a Prorated Partnership Date of October 1, 2025

Town of Medfield & OpenGov Permitting Partnership

OpenGov Proposal – Town of Medfield, MA Permitting & Licensing				
Subscription Year	Months	Software	Professional Services	Annual Total
July 1, 2026 – Jun 30, 2026	12	\$25,000.00	\$18,144.00	\$43,144.00
Jul 1, 2027 – Jun 30, 2027	12	\$26,250.00	\$0.00	\$26,250.00

Unlimited Service Areas

OpenGov Pricing Includes:

- Health and Town Administration Service Areas with 2 Applications
- Data Migration: **Not needed**
- Annual Software Subscription, Professional Services Implementation, Ongoing Support & Maintenance
- Includes All Future Software Enhancements, Fixes, Updates, Unlimited Users, Service Areas, Data, Reports and Permits

These amounts are calculated based on a Partnership Date of July 1, 2026