

Town of Medfield

Capital Budget Committee

Meeting Minutes

Date: Friday, September 19, 2025

Time: 9:30 a.m.

Place: Remote Meeting on Zoom

Members Present

- Ms. Megan Sullivan, Chair, resident-at-Large
- Mr. Mark Fisher, resident-at-Large
- Mr. Brent Nelson, Warrant Committee designee
- Mr. Michael LaFrancesca, 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.

Mr. Rob Aigler joined the meeting at approximately **00:43:58** on the recording.

1. Approval of Previous Meeting Minutes

The Committee reviewed the draft minutes of the prior meeting.

- **Motion:** Mr. Fisher moved to approve the minutes.
- **Second:** Ms. Murphy seconded.
- **Roll call vote:**
 - Mr. Fisher — Yes
 - Mr. LaFrancesca — Yes
 - Ms. Murphy — Yes
 - Mr. Nelson — Yes
 - Ms. Sullivan — Yes

MOTION CARRIES.

2. Vehicle Acquisition Policy

Ms. Sullivan raised the Select Board's recently adopted "Zero-Emission First Vehicle Policy."

- Ms. Murphy explained that departments must consider hybrid/EV options, though practical objections may be accepted.
 - Ms. Trierweiler confirmed, noting the policy aims to reduce costs and emissions. She will circulate the signed version and ensure it is posted online.
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3. Police Department Capital Requests

Chief Guerette Presentation:

- Fleet remains the department's essential capital priority. Optimal replacement is at 55,000 miles, but the Town operates cruisers to 90,000–106,000 miles due to budget

resources.

- Current fleet snapshot:
 - 2020 Tahoe — just under 50,000 miles.
 - 2018 Explorer — 107,000 miles (probable replacement candidate).
- EV/hybrid feasibility was discussed. The Chief recommended continuing gas-powered vehicles due to infrastructure, operational, and cage-size issues.

Drone Program:

- Current inventory: one outdoor, one indoor drone.
- Benefits: missing-person searches, traffic monitoring, unsafe structure inspections, aerial crime scene review.
- FY 27 has request for a second outdoor drone. The Chief requested moving the second outdoor drone purchase forward to FY27 as there is a second officer who is trained to fly outdoor drones..
- Members expressed strong support, citing traffic projects and public event monitoring.

Future Capital Items:

- Vehicles: replacements scheduled FY26, FY28, FY29.
- Tasers: FY30 rotation due to Axon's five-year warranty limitation.
- Body-worn cameras: not planned within five years. Officers are supportive, but storage and redaction costs are prohibitive absent funding. This could require an \$800,000 capital investment plus annual operating costs associated with maintaining the equipment and associated records.

4. Town Administrator's Office Requests (OpenGov)

OpenGov Expansion:

- Request of \$43,144 to add Board of Health and Town Administrator's Office to the permitting platform.
- Brings Town to "unlimited" license tier.
- Annual operating cost will increase from ~\$58,000 to ~\$82,000, with 5% annual escalator.

Committee Discussion:

- Mr. Nelson raised concerns about long-term operating costs.
- Ms. Franklin, Ms. Murphy, and Ms. Trierweiler emphasized efficiency, transparency, and modernization. Contractors have praised the new system's speed.
- Ms. Sullivan read a positive public comment from Mr. Chris Potts, who noted OpenGov is "much needed and welcomed."

Additional Notes:

- Dog licenses and transfer station stickers can be incorporated under the platform.
- Ms. Murphy requested a six-month follow-up on permitting revenue turnaround times.

Budgeting Module (Grant-Dependent):

- Placeholder \$100,000 in IT plan, with intent to apply for Community Compact IT grant.
- If funded, it would allow residents to view real-time budget dashboards.

5. Chenery Hall Furniture (Preview for Next Year)

- Staff are exploring a permanent half-moon style fixture with integrated power, to replace current rectangular tables.
 - Potential funding sources: Capital Stabilization, earmarks, or grants.
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6. Scheduling

- Agreement to move the Police Department's second drone to FY27 in the five-year capital plan.
 - The **Thursday, October 10, 2025 meeting was moved to 10:30 a.m.** (rescheduled from 9:30 a.m. due to conflict).
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Adjournment

- **Motion:** Mr. Fisher moved to adjourn.
- **Second:** Ms. Murphy seconded.
- **Roll call vote:**
 - Mr. Fisher — Yes
 - Mr. LaFrancesca — Yes
 - Ms. Murphy — Yes
 - Mr. Nelson — Yes
 - Mr. Aigler — Yes
 - Ms. Sullivan — Yes

MOTION CARRIES.

Meeting adjourned.

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

- Draft Five-Year Capital Budget Plan (Non-Building) with Capital Stabilization Fund (Non--Building) Roll-Forward Analysis
- Police Capital Request FY27
- TA Office Request FY27
- Capital Budget Committee Draft Meeting Minutes from Sept 12, 2025