

Town of Medfield

Capital Budget Committee

Meeting Minutes

Date: Friday, September 26, 2025

Place: Remote Meeting on Zoom

Attendance

Members present (remote):

- 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

- Kristine Trierweiler, Town Administrator
- Brittney Franklin, Assistant Town Administrator
- Maurice Goulet, Director of Public Works

Call to Order

Megan Sullivan, Chair, called the meeting to order at 9:30 a.m. via Zoom. Roll call confirmed all members were participating remotely.

Approval of Minutes

Megan Sullivan proposed an amendment to the prior meeting minutes under the Police Department fleet section for clarity. The revised language stated:

“There are seven marked cruiser vehicles, including one K-9 vehicle. The intended replacement for this year will likely be the 2014 Ford Explorer with 109,000 miles. The other three vehicles on the five-year request are all 2020 Tahoes. Instead of replacing them all in one year, because they were all purchased in the same year, the plan is to replace them over the next several years. That is what is reflected in the five-year request.”

MOTION: Mark Fisher made a motion to approve the minutes as amended.

SECONDED: Eileen Murphy.

VOTE: M. Fisher, aye; R. Aigler, aye; E. Murphy, aye; B. Nelson, aye; M. LaFrancesca, aye; M. Sullivan, aye.

MOTION CARRIES: 6-0.

Department of Public Works – FY2027 Requests

Maurice Goulet, DPW Director, presented the department’s capital requests.

- **Street Sweeper: (\$330,000)** Advanced from FY28 to FY27 as the top priority due to DEP requirements and stormwater management. Essential to keep debris out of 2,100 catch basins.
- **Ford F-550 and Snowblower:** Deferred to FY28 and FY30 respectively. Current snowblower is from 1996 but is being extended.
- **Dump Trailer (\$80,000):** Needed for year-round hauling and snow removal.
- **Ford F-250 Pickup: (\$65,000)** Requested to support the new Grounds Division, which currently lacks dedicated vehicles.
- **Pavement Management Program (\$185,000):** Continuation of supplemental funding to maintain high roadway service ratings.

Committee members discussed the importance of preventative maintenance and DPW’s strategy of “keeping good roads good.”

Water and Sewer Division – FY2027 Requests

Maurice Goulet presented the Water & Sewer capital plan.

Water Department Requests:

- **Ford F-550 Utility Truck (\$148,000):** Replacement for Water Division fleet vehicle.
- **Water Main Engineering (\$90,000).** Every other year there is a \$250,000 request for Water Main Replacement Engineering. This year's engineering request has been reduced to \$90,000 so that the balance of this typical request,, \$160,000, can be used to fund the \$160,000 Pleasant Street water lateral replacements.
- **Pleasant Street water lateral replacements (\$160,000)** This work will precede federally funded sidewalk project so that the sidewalks would not need to be disturbed in future years. .

Sewer Department Requests:

- **I&I Project Engineering (\$150,000):** The engineering will be focused on the Phillips Street/High School area to reduce inflow & infiltration.
- **Harding Street I&I (inflow and infiltration) Project (\$1,500,000):** Already designed; to be funded from surplus funds from the Elm Street water treatment project and retained earnings.
- **Gravity Belt Thickener (\$420,000):** Needed to expand wastewater treatment plant capacity and reduce sludge disposal costs.

Discussion:

- Members asked about funding sources; Goulet confirmed retained earnings and reallocation of prior project bond surpluses.
 - PFAS compliance was discussed. Goulet emphasized acting early due to rising costs and limited contractor availability.
 - Brent Nelson clarified that with removal of a duplicate \$160,000 entry, the FY27 Sewer Enterprise Fund request will total \$570,000 while the \$1.5 million Harding Street project's funding will come from surplus funds from the Elm Street water treatment project and retained earnings
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Future Year Requests (FY28–FY31)

Goulet provided an overview of anticipated needs for the DPW with total requests for the over next 4 years ranging from \$430,000 - \$680,000.

Budget Contingency Discussion

Megan Sullivan noted that the Water Department vehicle request included contingency funds for inflation escalation. She raised the issue of whether it was prudent to add a 10% contingency to the other vehicle and equipment requests to address escalating costs and long lead times.

Kristine Trierweiler and Michael LaFrancesca supported including the contingency, noting past procurement delays and cost overruns which resulted in needing to reduce desired packages. Trierweiler confirmed that if contingency funds were allocated and not spent, funds would revert to the Capital Stabilization Fund.

Consensus was reached to add a 10% contingency to all DPW FY27 equipment requests, with the understanding that specifications would remain fixed.

Public Comment

A resident, Chris Potts (7 Curve Street), submitted a question via chat regarding roadway service ratings and eligibility for grants. Goulet explained that while the ratings do not impact grants, they ensure road longevity and reduce long-term costs.

Next Steps

- Kristine Trierweiler will revise the FY27 DPW/Water/Sewer request totals to include contingencies and remove the duplicate line item.
 - Updated capital request sheets will be circulated to the Committee prior to the next meeting.
 - Upcoming meetings: Fire Department and Assessor's Office scheduled for next week.
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Adjournment

MOTION: Mark Fisher moved to adjourn.

SECONDED: Eileen Murphy.

VOTE: B. Nelson, aye; M. Fisher, aye; M. LaFrancesca, aye; E. Murphy, aye; R. Aigler, aye; M. Sullivan, aye.

MOTION CARRIES: 6-0.

The meeting adjourned at 10:45 a.m.

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

- DPW Capital Request FY27
- Capital Budget Committee Draft Meeting Minutes from Sept 19,2025