

# Town of Medfield

## Capital Budget Committee

### Meeting Minutes

**Date:** Friday, October 3, 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
- Mr. Artie Georgacopoulos, resident-at-large

## Non-Voting Members Present

- Ms. Katie Morray, associate, non-voting member
- Kristine Trierweiler, Town Administrator, non-voting
- Brittney Franklin, Assistant Town Administrator, non-voting
- Yvonne Remillard, Principal Assessor, guest
- Bill DeKing, Fire Chief, guest

## 1. Opening of Meeting and Roll Call

Chair Megan Sullivan opened the meeting and welcomed members and guests. She introduced Mr. Artie Georgacopoulos and Ms. Katie Moray, noting that both had been newly appointed to

the committee by the Select Board. Mr. Georgacopoulos was appointed as a full voting member, and Ms. Moray as an associate member who would participate in discussions but not vote.

Chair Sullivan then conducted a roll call of members, confirming remote participation for all present members and staff.

## **2. Approval of Prior Meeting Minutes**

Chair Megan Sullivan asked if there were any questions or suggested revisions to the minutes of the previous meeting.

Ms. Eileen Murphy stated that the minutes appeared accurate and complete.

**MOTION:** Mr. Mark Fisher made a motion to approve the meeting minutes as presented.

**SECONDED:** Ms. Eileen Murphy.

**VOTE:** E. Murphy, yes; M. Fisher, yes; M. LaFrancesca, yes; R. Aigler, yes; M. Sullivan, yes

**MOTION CARRIES:** unanimous.

Chair Sullivan noted that Mr. Georgacopoulos, as a new member, would not participate in this vote.

## **3. Assessor's Office – Capital Budget Request**

Chair Sullivan introduced Ms. Yvonne Remillard, Principal Assessor, to present her capital request.

Ms. Remillard explained that her request was to upgrade the department's Computer-Assisted Mass Appraisal (CAMA) software from the current legacy version ("AssessPro Classic") to the new cloud-based "AP5" system. She stated that the existing system, in use since 2004, would no longer be supported by fiscal year 2027 or 2028.

She described that the new software, provided by Patriot Properties (now Catalyst), would move all data hosting to a secure cloud-based environment, provide remote access for staff and support technicians, and improve integration with the town's GIS and OpenGov systems.

Ms. Remillard detailed the associated costs:

\$7,500 upgrade fee, including data conversion, project management, training, and access to historical databases.

\$1,800 mapping conversion fee for compatibility with CAI mapping services.

The total request covered the one-time conversion costs totaling \$27,300, while future annual licensing and support fees would transition to the Information Technology operating budget.

Ms. Megan Sullivan asked whether the subsequent years' charges would appear in the operating budget. Ms. Remillard confirmed that the ongoing fees would be absorbed by the IT budget beginning in Year 2.

Ms. Eileen Murphy asked whether moving the program to the vendor's cloud servers would free up storage space on the town's local servers.

Town Administrator Kristine Trierweiler responded that while it would not free up substantial storage, it would improve cybersecurity. She reminded the committee that following the 2016 ransomware incident, the town had pursued a strategy to migrate all major systems to the cloud, and this was one of the last remaining applications to do so.

Mr. Artie Georgacopoulos inquired whether there were any data conversion risks. Ms. Remillard explained that conversion risks were minimal because both systems were from the same vendor and conversion protocols were well-established. She noted her prior experience successfully converting similar systems in another municipality.

Chair Sullivan asked how the Assessor's data integrates with OpenGov. Ms. Remillard described that the assessing database forms the foundational layer for both mapping and permitting systems, feeding ownership and parcel data to other departments through the GIS.

Ms. Murphy asked about visibility of the future IT operating cost increases within the budget document. Ms. Trierweiler clarified that the current document contained only capital requests and that operating budgets would reflect those changes separately.

After discussion, Chair Sullivan thanked Ms. Remillard for her presentation and her detailed responses.

#### **4. Fire Department – Capital Budget Request**

Chair Megan Sullivan welcomed Fire Chief Bill DeKing to present the Fire Department's capital requests for FY2027 and future years.

##### **FY2027 Requests**

Chief DeKing outlined two capital requests:

\$75,000 to replace Car 3, a 2012 Ford F-350 pickup truck currently used by the shift commander for inspections, towing, and snow plowing of the station's driveway during off-hours.

\$11,592 for an undercarriage cleaning system for all department vehicles to mitigate rust and corrosion from road salt and brine.

He described that the existing vehicle had exceeded its expected 10-year service life and was essential to maintaining departmental operations.

Regarding the undercarriage cleaner, Chief DeKing explained that it would be a floor-mounted system with a built-in power washer and anti-corrosion solution, helping extend vehicle lifespan and reduce long-term maintenance costs.

Chair Sullivan asked whether the quoted price included installation and utility hookups. Chief DeKing confirmed that minor electrical and water connections would be required but could be accommodated within the department's facility without major expense.

Ms. Murphy asked if other departments in town had similar systems and whether the police could share its use. Chief DeKing replied that the DPW had a small handheld system of limited effectiveness, and that the new system could indeed be shared with the Police Department, which occupies the same building.

#### Engine 3 Lease Payment

Chair Sullivan asked for clarification about the Engine 3 lease shown in the capital schedule.

Ms. Brittney Franklin explained that the \$48,095 annual amount reflected lease payments on Engine 3, which would conclude at the end of FY2030.

Ms. Trierweiler provided historical context, noting that Engine 3 had been purchased through a lease-to-own agreement in 2020 due to budget constraints during the pandemic, when the town did not yet have a Capital Stabilization Fund. She confirmed that the vehicle would remain in town ownership at the end of the lease.

#### Future Years

Chief DeKing reviewed the department's upcoming capital needs:

FY2028:

Replacement of Ladder 1 (1997 Pierce), estimated at \$1.7 million before trade-in.

Replacement of gas meters (manufacturer lifespan: 10 years).

Chief noted that replacement was necessary due to parts obsolescence and the ladder's limited 75-foot reach, which cannot access roofs of larger buildings such as those at the Medfield State Hospital.

He added that federal diesel emission changes would significantly raise truck prices after 2027–2028.

Mr. Georgacopoulos asked about trade-in value; Chief DeKing confirmed that the \$1.7 million estimate did not include trade-in credits.

Ms. Franklin reminded the committee that current lead times for apparatus were four to five years.

Chief DeKing added that orders placed in FY2028 would likely not be delivered until FY2031 or FY2032, though occasionally production models become available sooner.

FY2029:

Replacement of Car 1 (2020 Chevy Tahoe) after 10 years of service.

Tire replacement for Engines 2 and 3, per NFPA 1911, which requires tire replacement every eight years.

Replacement of Ambulance A2, along with power stretcher and power load system, all funded through the ALS Stabilization Fund.

FY2030:

Scheduled tire replacements for Ladder 1 and Engine 1 (2008 Pierce).

Replacement of mobile radios across the department (15-year lifecycle). Chief DeKing reported that the projected \$175,000 radio cost was a conservative estimate and might come in lower.

Chair Sullivan thanked Chief DeKing for the comprehensive presentation and noted that these long-term plans were essential for strategic capital forecasting.

Before concluding, Ms. Murphy invited the Chief to promote the Fire Department's upcoming Open House. Chief DeKing announced that the event would take place the following day from 10:00 a.m. to 4:00 p.m., featuring apparatus displays, a Jaws of Life demonstration, a sprinkler safety demo, and a community barbecue.

A resident, Ms. Chris Potts of 7 Curve Avenue, asked about the condition of the antique Seagrave fire engine. Chief DeKing explained that the vehicle was owned by the Firefighters' Relief Association rather than the town, and while it still ran, the brakes required repair before it could be safely operated.

Chair Sullivan thanked Chief DeKing for his time and detailed responses.

## **5. Discussion on Capital Request Ranking Process**

Chair Megan Sullivan introduced a discussion about how to prioritize capital requests given limited available funding.

She stated that Ms. Brittney Franklin had provided examples from other towns using ranking systems to assess project urgency and impact.

Mr. Michael LaFrancesca suggested that before the committee ranks projects, each department should rank its own requests to clarify internal priorities.

Chair Sullivan agreed and stated that such departmental rankings would be a practical starting point.

Ms. Murphy expressed support for this approach, noting that it allows the committee to better understand departmental perspectives before deliberating.

Chair Sullivan concluded that she and staff would explore this further and potentially request departmental rankings before the next budget cycle.

## **6. Scheduling of Next Meeting**

Chair Sullivan noted that the next meeting was scheduled to review the Information Technology capital budget.

Ms. Franklin reminded members that the originally scheduled time was October 10 at 10:30 a.m., but due to availability conflicts, it might be moved to October 17 at 9:30 a.m., pending confirmation from IT Director.

Members agreed to defer the IT presentation by one week to ensure quorum and full participation.

## **7. Motion to Adjourn**

**MOTION:** Mr. Mark Fisher made a motion to adjourn the meeting.

**SECONDED:** Ms. Eileen Murphy.

**VOTE:** M. Fisher, yes ;A. Georgacopoulos, yes;B. Nelson, yes ;M. LaFrancesca, yes;E. Murphy, yes;R. Aigler, yes ;M. Sullivan, yes

**MOTION CARRIES:** unanimous.

The meeting was adjourned.