Town of Medfield

Capital Budget Committee
Meeting Minutes
Date: Friday, October 17, 2025
Time: 9:30 a.m.
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

- Mr. Rob Aigler, resident-at-large

- Mr. Artie Georgacopoulos, resident-at-large

Non-Voting Members Present (remote):

- Ms. Katie Morray, Associate, non-voting member

- Ms. Kristine Trierweiler, Town Administrator, non-voting

- Ms. Brittney Franklin, Assistant Town Administrator, non-voting

Guests:

- Mr. Eoin O'Corcora, Director of Information Technology

1. Call to Order and Roll Call

Ms. Sullivan opened the meeting at 9:32 a.m., welcoming members and noting that the meeting was held remotely via Zoom. She stated that because the meeting was being conducted remotely, a roll call vote would be required for all motions.

Ms. Sullivan identified herself as Chair of the Committee and proceeded to take the roll call. Each member stated their name and confirmed they were participating remotely.

Ms. Sullivan noted that Ms. Eileen Murphy was absent.

2. Approval of Meeting Minutes – October 3, 2025

Ms. Sullivan stated that the first item on the agenda was the approval of the minutes from the October 3, 2025 meeting. She asked if any members had corrections or suggested changes.

No corrections or comments were offered.

Motion: Mr. Mark Fisher made a motion to approve the meeting minutes of October 3, 2025 as presented.
 Second: Mr. Rob Aigler seconded the motion.

Roll Call:

- Mr. Fisher – Yes

- Mr. Georgacopoulos – Yes

- Mr. LaFrancesca – Yes

- Mr. Nelson – Yes

- Mr. Aigler – Yes

- Ms. Sullivan – Yes

Motion carries unanimously.

3. Information Technology Capital Request Presentation

Ms. Sullivan introduced Mr. Eoin O'Corcora, Director of Information Technology, to present the departmental capital requests for FY2027 and the five-year capital plan.

Mr. O'Corcora greeted the committee. He explained that the FY2027 request totaled $30,000, primarily for replacement of servers at the Public Safety Facility, with a $13,000 request for Wi-Fi infrastructure improvements and a $7,000 request for network switch upgrades.

He described that the public safety building opened in 2016–2017, and the equipment there was reaching the end of its service life. The request would fund replacement of all servers on both the Police and Fire Department sides.

Mr. O'Corcora noted that the department intended to purchase larger, higher-grade physical servers capable of hosting multiple virtual servers, which would allow for flexible operation and faster restoration in the event of outages. He stated that this upgrade was a key component of the town's broader cybersecurity strategy, making the systems more robust and vendor-independent.

Ms. Sullivan confirmed that this was the $30,000 line item for "Town Computer and Server Upgrades" in FY2027 and asked whether the request was entirely for public safety. Mr. O'Corcora confirmed that it was 100% for public safety systems housed within the facility.

Mr. Georgacopoulos asked whether it was typical for municipalities to maintain their own infrastructure rather than relying on cloud-based servers. Mr. O'Corcora explained that while the Fire Department had already migrated to a hosted solution and only needed a local server for active directory and authentication functions, the Police Department continued to host its law enforcement applications locally due to cost, security, and conversion complexity.

He noted that most police departments in the region still maintain in-house servers, and that a cloud transition would likely be considered in approximately five years after observing how larger cities handle the migration.

Mr. O'Corcora invited committee members to tour the facilities in person if they wished to see the infrastructure and how it supported operations.

He then described the second component of the FY2027 request: Town Wi-Fi and Infrastructure Improvements totaling $13,000, primarily to replace wireless access points across the public safety facility, town hall, and town garage. He noted that these devices had exceeded their useful life, and that replacing them with the same systems used by the schools would standardize training and maintenance, increasing operational efficiency.

The third component of the FY2027 request was $7,000 to begin upgrading network switches at smaller facilities such as Parks and Recreation, Outreach, and the Wastewater Treatment Plant. Mr. O'Corcora explained that these switches functioned as the connection hubs for computers, printers, and wireless access points and were integral to network performance and cybersecurity.

Ms. Sullivan thanked Mr. O'Corcora for the detailed presentation and asked him to review future capital years.

4. Future Year IT Planning

Mr. O'Corcora outlined projected requests through FY2031:

- **FY2028:** Major replacement of all town network switches ($125,000).
    - to continue replacing network switches throughout all town facilities to match those already installed in the school system.
    - Mr. O'Corcora described it as the central device connecting all local networked equipment and explained its role in separating traffic, managing data protocols, and enhancing network security.

- **FY2029:** Security system upgrades ($100,000) including new encrypted card access systems for the Public Safety Building, to replace systems nearing end of life.

- **FY2030:** Desktop computer replacement on a five- to six-year cycle ($100,000).

- **FY2031:** Placeholder request of $50,000 for yet-undefined IT infrastructure needs, subject to inflation and emerging technologies.

He described the security system replacement in detail, noting that law enforcement standards require encrypted card access to protect evidence areas and maintain secure entry logs.

He also explained that desktop replacements would cover roughly 110 units townwide and that prices were based on $700–$800 per machine.

Mr. O'Corcora concluded by noting that software costs were increasing 5–7% annually, meaning future project costs could rise 20% or more over several years.

Ms. Sullivan thanked Mr. O'Corcora and asked if any committee members had further questions. Hearing none, she thanked him for his time and confirmed that he would return the following week to present the school-side IT capital requests.

5. Discussion on Presentation Format for School IT Requests

Ms. Sullivan shared a draft outline she had prepared to help compare future school requests with prior years. She asked Mr. O'Corcora if the proposed format aligned with how his office organized its data.

Mr. O'Corcora agreed that it was adequate but suggested modifying the terminology to match budget categories—specifically distinguishing between "instructional software" and "instructional hardware" (student-facing tools) versus "district software" and "district hardware" (infrastructure systems). Ms. Sullivan incorporated those revisions in real time, updating the labels.

Mr. Fisher agreed that the proposed comparison format would be helpful. Ms. Sullivan noted that with the added context, the committee could better evaluate how funding "waxed and waned" from year to year.

Mr. O'Corcora stated that he would bring comparative data from prior years, showing expenditures categorized under these revised headings, to the next meeting.

6. Scheduling and Future Agenda

Ms. Sullivan proposed adjusting the committee's schedule to accommodate the school presentation the following week and subsequent deliberations. She suggested that the committee hear from the schools on October 24, deliberate on the Capital Budget Request on October 31, and review the Municipal Building Stabilization Fund on November 7, with deliberations continuing if necessary on November 14.

She reminded members that total capital requests exceeded available funding and that prioritization would be essential.

Mr. Georgacopoulos noted that departments had been asked to rank their own projects and suggested that they also indicate which requests could be deferred to future years to help balance the budget. Ms. Sullivan agreed and stated that she would circulate the current departmental prioritizations.

Ms. Trierweiler provided an overview of the new Grounds Department under DPW, explaining its creation following Parks and Recreation's decision to discontinue maintenance of town properties. She

detailed that properties such as Town Hall, the Council on Aging, Library, Dwight-Derby House, and Meeting House Pond were now under DPW's maintenance, and that additional staff had been added for this purpose.

Ms. Franklin added clarification regarding DPW vehicle allocations, noting that a larger truck would be transferred to the new Grounds Division and replaced with a smaller pickup for the highway foreman.

Ms. Sullivan discussed the capital stabilization balance of approximately $1.27 million against current requests totaling $1.3 million, emphasizing the need to reconcile funding sources and consider free cash appropriations at the upcoming deliberation meeting.

7. Public Comment

Ms. Sullivan read a chat message submitted by Ms. Chris Potts of 7 Curve Street, suggesting that the committee schedule time for public input prior to voting on the capital budget. Ms. Sullivan and committee members agreed that public comment would be welcome and decided to include an opportunity for input at the October 24 meeting following the school IT presentation.

8. Motion to Adjourn

Ms. Sullivan asked if there was any further business. Hearing none, she entertained a motion to adjourn.

Motion: Mr. Mark Fisher made a motion to adjourn the meeting.
 Second: Mr. Artie Georgacopoulos seconded the motion.

Roll Call:

- Mr. Fisher – Yes

- Mr. Georgacopoulos – Yes

- Mr. LaFrancesca – Yes

- Mr. Nelson – Yes

- Mr. Aigler – Yes

- Ms. Sullivan – Yes

Motion carries unanimously.

The meeting adjourned at **10:34 a.m.**

Next Meeting: Friday, October 24, 2025 – 9:30 a.m.
Topic: School Department Capital Requests

Meeting packet: https://www.town.medfield.net/2407/FY2027-Capital-Budget

- - [Draft Five-Year Capital Budget Plan (Non-Building) with Capital Stabilization Fund (Non-Building) Roll-Forward Analysis Updated 10.14.2025](#)
  - [IT Capital Request FY2027](#)
  - [Capital Budget Committee Draft Meeting Minutes from Oct 3, 2025](#)