

Town of Medfield
Capital Budget Committee
Meeting Minutes
Date: Friday, October 24, 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
- Ms. Eileen Murphy, Select Board Member
- Mr. Rob Aigler, resident-at-large
- Mr. Artie Georgacopoulos, resident-at-large

Non-Voting Members Present (remote):

- 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. and confirmed that it was held remotely via Zoom. A roll call was taken, and all members confirmed their attendance. She reminded participants that roll call votes would be required for all motions due to the remote format.

2. Approval of Meeting Minutes – October 17, 2025

Ms. Sullivan asked for any corrections to the October 17, 2025 draft minutes. None were offered.

MOTION: Mr. Mark Fisher made a motion to approve the meeting minutes of October 17, 2025, as presented.

SECONDED: Mr. Rob Aigler

VOTE: Fisher, aye; Georgacopoulos, aye; LaFrancesca, aye; Nelson, aye; Aigler, aye; Sullivan, aye. Ms. Murphy abstained as she was not at the October 17 meeting.

MOTION CARRIES: 6-0.

3. Departmental Requests – Information Technology (School Requests)

Ms. Sullivan introduced Mr. O'Corcora to present the school department's FY2027 capital requests and the five-year IT capital plan, following his town-side presentation from the prior week.

Mr. O'Corcora reviewed the proposed investments in instructional hardware for instructional projectors (\$25,000) and network switch infrastructure replacements (\$70) at Dale Street, Wheelock, and Memorial Schools. The 2027 request also includes \$150,000 for burglar alarms and safety and security devices at the High School, as grant funds were not received and \$22,000 for exterior building cameras. He described the effort to align replacement cycles across all schools to ensure consistent access to current technology, improve management efficiency, and reduce repair downtime. He explained that the schools followed a five-year replacement plan, with approximately 20% of devices replaced annually.

Mr. O'Corcora noted that while the spending for the last few years has been approximately 75% for information technology and 25% for security, the next few years will see a shift where spending on security needs becomes a larger percentage of the budget.

Committee members discussed standardizing equipment types, vendor pricing, and the degree to which school technology assets were supported by grants or revolving funds. Mr. LaFrancesca noted that the school IT plan was designed to minimize budget spikes by smoothing replacement costs over time.

Mr. Nelson and Mr. Fisher inquired about projected software subscription increases and whether the school IT operating budget plan accounted for inflation in future years. Mr. O'Corcora confirmed that software licensing costs continued to rise by 5–7% annually and that projections reflected this trend.

When asked to prioritize the 2027 request Mr. O'Corcora explained that the classroom equipment is a #1 priority as functional classroom equipment is essential to daily education and safety and security spending would be a close #2 priority.

4. Department Priority and Rankings for Capital Budget Requests

Ms. Sullivan led a continued discussion on departmental prioritization, noting that the total value of requests exceeded the Capital Stabilization Fund balance and available free cash. She reminded members that each department had been asked to rank its submissions and to indicate which items could be deferred.

5. Public Comment

Ms. Sullivan invited public comment. No additional public comments were offered.

6. Next Steps and Scheduling

Ms. Sullivan reviewed upcoming meeting dates and topics:

- **October 31, 2025:** Review and discussion of capital requests and potential votes (hybrid meeting)
- **November 7, 2025:** Municipal Building Capital Requests and potential votes
- **November 14, 2025:** Continuation of Municipal Building Requests and votes

She noted that the October 31 session would focus on reconciling requests against available funding and determining recommendations for the FY2027 Capital Budget.

7. Adjournment

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

SECONDED: Mr. Artie Georgacopoulos

VOTE: Fisher, aye; Georgacopoulos, aye; LaFrancesca, aye; Nelson, aye; Aigler, aye; Murphy, aye, Sullivan, aye.

MOTION CARRIES: 7-0.

The meeting adjourned at 10:41 a.m.

Next Meeting: Friday, October 31, 2025 – 9:30 a.m.

Topic: Review and Discussion of FY2027 Capital Requests

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

- IT School Request FY2027 and summary sheet
- DPW FY2027 Capital Request Ranking
- Fire FY2027 Capital Request Ranking
- Police FY2027 Capital Request Ranking
- Capital Budget Committee Draft Meeting Minutes from Oct 17, 2025