

**TOWN OF SOUTHWICK  
FINANCE COMMITTEE  
Minutes  
January 24, 2023  
Hybrid**

**MEMBERS PRESENT:** Joseph Deedy, Chairman  
Aleda DeMaria, Vice Chair  
Karen Demaio  
Paul Connolly  
Robert Horacek  
Dr. Richard Zalowski  
David Methe

**ASSOCIATE MEMBER:** Sheri Knowlton

**OTHER:** Laura Fletcher, Town Accountant  
Melissa Bridges, Assistant Town Accountant  
Elizabeth Smolen, Secretary

**The meeting was being recorded.**

The Finance Committee was called to order at 5:31 p.m.

Attendance Roll Call: **J. Deedy: Yes, A. DeMaria: Absent, K. Demaio: Yes, P. Connolly: Yes, R. Horacek: Absent, R. Zalowski: Yes, D. Methe: Yes, S. Knowlton: Yes**

**Public Comments:** There were no public comments.

**A MOTION** was made R. Zalowski, seconded by P. Connolly (Vote: 6/0/0) to approve the minutes of December 13, 2022. **J. Deedy: Yes, A. DeMaria: Absent, K. Demaio: Yes, P. Connolly: Yes, R. Horacek: Absent, R. Zalowski: Yes, D. Methe: Yes, S. Knowlton: Yes**

**Agenda:**

The committee reviewed the Finance Committee FY 2024 Budget Request. The Supplies line item was increased to \$245.00 due to expected inflation.

**A MOTION** was made R. Zalowski, seconded by P. Connolly (Vote: 6/0/0) to approve the minutes the Finance Committee FY2024 Budget Request. **J. Deedy: Yes, A. DeMaria: Absent, K. Demaio: Yes, P. Connolly: Yes, R. Horacek: Absent, R. Zalowski: Yes, D. Methe: Yes, S. Knowlton: Yes**

The committee discussed the request from the Select Board to submit a report for submission to the 2022 Annual Town Report. Previous reports were reviewed and an updated report will be submitted for the Town Report by the February 6 deadline.

**A MOTION** was made R. Zalowski, seconded by P. Connolly (Vote: 6/0/0) to approve the report for the submission to 2022 Annual Town Report. **J. Deedy: Yes, A. DeMaria: Absent, K. Demaio: Yes, P. Connolly: Yes, R. Horacek: Absent, R. Zalowski: Yes, D. Methe: Yes, S. Knowlton: Yes**

**New Business:**

Massachusetts Municipal Association Conference was attended January 20-22, 2023.

There was a discussion regarding the duties and staffing concerns in the Treasurer/Collector/Clerk's Office and how it could affect the budget.

Updated Finance Committee Handbooks are available. Laura Fletcher asked if members would like to receive a printed copy or an electronic copy. Members would like an electronic copy due to the length of the handbook.

**Note:** Robert Horacek joined the meeting at 5:47 p.m.

#### **Old Business:**

The committee reviewed the Stabilization Fund information as provided which had previously been requested by David Methe. They discussed two previous occasions when funds were used from the fund. Once, for a sewer redesign for Powder Mill Road for approximately \$350,000.00 and, second, for Department of Public Works equipment for \$157,000.00.

Paul Connolly reported meeting with Fire Chief Richard Stefanowicz. 136% of overtime budget has been spent due to personnel issues and training of new staff. Medical supplies have increased in cost. Renovations will be needed to better accommodate male and female staff. Paul Connolly recommended there be two members of the Finance Committee to serve as liaisons to the Fire Department. Joseph Deedy agreed to serve as the second liaison.

**Reserve Fund Transfer:** The committee discussed the Reserve Fund Transfer listed in the below Reserve Fund Transfer.

A request was made by Laura Fletcher to amend the agenda to correct the amount of the transfer request to \$2,400.00 from \$2,392.00.

**A MOTION** was made R. Zalowski, seconded by P. Connolly (Vote: 7/0/0) to approve the request to correct the amount requested for transfer from \$2,392.00 to \$2,400.00. **J. Deedy: Yes, A. DeMaria: Absent, K. Demaio: Yes, P. Connolly: Yes, R. Horacek: Yes, R. Zalowski: Yes, D. Methe: Yes, S. Knowlton: Yes**

Lake Management Committee member Richard Grannells presented a request for Reserve Funds to replace damaged/destroyed buoys. An average of four buoys are replaced per year, an additional four buoys are needed this year. There has been a cost increase of 35% this year.

**A MOTION** was made R. Zalowski, seconded by P. Connolly (Vote: 7/0/0) to approve the request for Reserve Fund Transfer of \$2,400.00 for replacement buoys. **J. Deedy: Yes, A. DeMaria: Absent, K. Demaio: Yes, P. Connolly: Yes, R. Horacek: Yes, R. Zalowski: Yes, D. Methe: Yes, S. Knowlton: Yes**

**A MOTION** was made by J. Deedy, seconded by P. Connolly (Vote: 7/0/0) to close the meeting. **J. Deedy: Yes, A. DeMaria: Absent, K. Demaio: Yes, P. Connolly: Yes, R. Horacek: Yes, R. Zalowski: Yes, D. Methe: Yes, S. Knowlton: Yes**

The next meeting date is to be determined.

The meeting was adjourned at 6:08 p.m.

Respectfully submitted by,  
Elizabeth Smolen, Finance Committee Secretary

---

J. Deedy, Chairman