

MINUTES OF THE WARRANT ADVISORY COMMITTEE

April 1, 2024 – 5:30 PM

Salisbury Town Hall, Colchester Room

5 Beach Road, Salisbury, MA 01952

Present: Angelica Medina, Chairperson; Tom Treat, Stephen Roth, Larry Cuddire, Donald Egan,

Also present: Town Manager Neil Harrington and Finance Director Karen Snow

1. Call to Order

Chairperson Medina called the meeting to order at 5:30 PM.

2. Approve Minutes from October 12, 2023

The Town Manager stated that he had done the minutes, but had forgotten to distribute them to the Committee in advance, so it was agreed that the vote would be postponed until the next meeting.

3. Review of Status of FY2024 Budget – Revenue and Expenditures

Finance Director Karen Snow provided an overview of the FY24 budget as of the end of March. She started by providing details about the revenue side of the budget. On the positive side, she noted that auto excise revenues were running ahead of projections and that building permit fees and interest income were looking good as well. She did remind the Committee that host community fees from marijuana companies was down significantly. However, with overall revenues at 75.9% of projections, she projected a slight surplus in revenue for the fiscal year. In the sewer and water enterprise funds, revenues were coming in at the rate of 79.6% and 77.1% of projections respectively.

On the expense side, Ms. Snow reported that she was projecting that a few line items would be over budget by the end of the fiscal year – specifically, legal services, tax title expenses, police dispatch overtime and the Essex Tech budget (due to a mid-year transfer student). She informed the Committee that the Town Manager was proposing warrant articles at Town Meeting to supplement some of the line items that were likely to run a shortfall. With the two enterprise funds, she reported that she did not expect any overages by the end of the fiscal year.

4. Review of Preliminary FY2025 Budget

The Finance Director provided spreadsheets to the Committee showing the current status of the FY25 budget, which was not balanced yet. She made it clear that the Town was not having a problem with spending, but that there were significant concerns on the revenue side of the budget, as revenues were not keeping pace with expenses, especially fixed costs such as health insurance, pension obligations and assessments from the three school districts to which the Town send students – Triton, Whittier and Essex Tech. These fixed cost line items are projected to take up the vast bulk of the Town's projected new property tax revenue of \$891,000.

5. Scheduling of Upcoming Meetings

Chairperson Medina reminded Committee members that they need to schedule meetings to review the draft warrant articles and the final budget, as well as a public hearing on the warrant articles after they are posted. The Committee agreed that the next meeting would be on April 23 at 6:30 PM and the public hearing would be held on May 6 at 6:00 PM.

6. Adjournment

There being no further business to come before the Committee, Mr. Roth moved that the meeting be adjourned. The motion was seconded by Mr. Cuddire and approved unanimously. Chairperson Medina adjourned the meeting at 6:23 PM.

Respectfully submitted:



Neil J. Harrington, Town Manager