

Litchfield Town Beautification Commission  
Meeting Minutes  
December 3, 2025  
4:30 PM Town Hall - First Selectman's Office Conference Table

**Commission Members in Attendance:**

Haley Whipple, Chair  
Carlissa Bayette, Treasurer  
Robyn Ryle, Member  
Wolf Boehme, Member  
(3 Vacant Member Positions, 1 Alternate)

**Absences:**

None

**The meeting was called to order by Haley Whipple at 4:31**

**Minutes of the October 29th, 2025 Meeting**

**Approval of Minutes**

- **Motion:** Carlissa Bayette
- **Second:** Wolf Boehme
- **Vote:** All members in favor of approving the October 29th, 2025 Minutes.

**Public Comment**

- No public members were in attendance.

**Agenda Amendment**

- **Motion:** To add the "2026 Beautification Meeting Schedule" to New Business.
- **Motioned by:** Carlissa Bayette
- **Seconded by:** Robyn Ryle
- **Vote:** All members in favor.

**Old Business**

**A. Project Updates**

- Haley Whipple reported that members will meet at Litchfield Hills Nursery on Saturday, December 6th, at 9:00 AM to purchase winter decorations. The purchase includes three wreaths for Town Hall, two for Bantam, and potentially filler greens for the front pots of Litchfield Town Hall.

**B. Budget/Treasurer's Report**

- Carlissa Bayette read the budget report.
- **Jeanie Fitzgerald Fund:** A balance of \$214 was confirmed, which was previously allocated toward a blanket purchase at Litchfield Hills Nursery. This balance will be used for the purchase of the winter decorations.
- **Remaining Budget:** The commission has a total remaining budget of \$1,250.
- **Amazon Account:** A balance of \$126 remains on the Amazon blanket for Holiday Decorations. Members discussed purchasing additional garland and new wreath hooks,

agreeing not to exceed this remaining balance.

- **2026 Budget Recommendation:** Carlissa Bayette recommended keeping the 2026 budget at the prior year's total of \$1,500.
  - **Motion to approve \$1,500 budget:** Haley Whipple
  - **Second:** Wolf Boehme
  - **Vote:** All members in favor.

## **New Business**

### **A. Goals for Upcoming Year**

- Haley Whipple proposed focusing on spring cleanup for the islands on the green and the back lot behind Litchfield Town Hall.
- Carlissa Bayette brought up the ongoing effort to fill vacant member seats.
- Wolf Boehme raised the issue of the Borough of Litchfield currently paying for holiday garland and lights and that the discussion of who is covering the cost may come up.
  - a. Carlissa Bayette stated the cost is beyond the commission's budget, suggesting an alternative approach by reaching out to local businesses or garden clubs for support.
- Discussion on the spring focus was tabled until the February meeting.

### **B. Decoration of Town Hall for the Holidays**

- Members agreed to meet at Litchfield Hills Nursery on Saturday, December 6th, at 9:00 AM to purchase wreaths for Litchfield Town Hall and two additional wreaths for the Bantam Borough. The purchase budget is not to exceed \$214.34. Wreath hooks will be purchased via Amazon, with the price yet to be determined.

### **C. Proposed 2026 Beautification Meeting Dates**

- Carlissa Bayette proposed the following schedule:
  - **Location:** First Selectman's Office - Conference Room Table (74 West St, Litchfield)
  - February 4th, 2026 at 4:30 PM
  - April 1st, 2026 at 4:30 PM
  - June 3rd, 2026 at 4:30 PM
  - August 5th, 2026 at 4:30 PM
  - October 7th, 2026 at 4:30 PM
  - December 2nd, 2026 at 4:30 PM
- **Motion:** Carlissa Bayette
- **Second:** Wolf Boehme
- **Vote:** All members in favor.

## **VI. Adjournment**

- **Motion to adjourn at 4:51 PM:** Haley Whipple
- **Second:** Carlissa Bayette

Respectfully submitted,  
Haley Whipple