Litchfield Board of Finance
Regular Hybrid Meeting Minutes
November 10, 2025 ~ 7:00 p.m.
Litchfield Firehouse and Remote via Zoom

1. Call to Order: Chairman Erich Marriott called the regular hybrid meeting of the Board of Finance to order at 7:00 p.m.
Members Present: Erich Marriott, Elliott Fuessenich, Sam Olmstead, Pat Donovan, Stephan Krucker, and alternate Jennine Lupo.
Members Absent: Matt Dyer, alternate Tom Terhaar. J. Lupo was seated for Matt Dyer. As a result of the election, Stephan Krucker was sworn in and replaced Matt Tobin for the vacant seat.

Others Present**:** Finance Director Amaechi Obi, First Selectman Denise Raap

2. Approval of October 20th Meeting Minutes
Motion: E. Fuessenich moved and S. Olmstead seconded a motion to approve the meeting minutes of October 20, 2025. Upon voting, S. Krucker, P. Donovan and J. Lupo abstained. All others voted aye and the motion carried.

3. Public Comment: M. Tobin asked about communications with David Cappelletti, and E. Marriott said he had heard nothing, but there were no changes from the last update. M. Tobin then referred to the committee formed to look at the school invoices to verify the $2.6 million overrun is valid. He asked if he remains on the committee now that he is off the Board of Finance. D. Raap said he may continue on the committee as a citizen at large, and said the next meeting is November 18th.

4. 2026 Meeting Calendar: E. Marriott referred to the 2026 BOF meeting schedule and said they may want to leave the decision of including the Zoom option to the new Board, as he did it for the benefit of Tom Terhaar. J. Lupo asked if an earlier meeting time would be considered. **Motion:** J. Lupo moved to change the meeting time to 6:00 p.m. There was no second, and J. Lupo withdrew here motion in favor of leaving the decision to the new Board. **Motion:** S. Olmstead moved to table this item to the December meeting. J. Lupo seconded, all voted aye and the motion carried.

5. Board of Finance Representative for CIP: After a short discussion, it was agreed that Stephan Krucker would serve as the BOF Representative to the Capital Improvements Committee. **Motion:** S. Olmstead moved and E. Fuessenich seconded a motion to recommend S. Krucker to the Board of Selectmen as the BOF Rep. to the Capital Improvements Committee. All voted aye and the motion carried.

6. Monthly Financial Report for October: A. Obi began with a recap of the October revenue. Revenue collected was 56%, compared to 56.7% last year. Total revenue was 52.9%, compared to 50.6% last year. He noted a payment of $300-and-something has been received of the total ECS funding of $1.5 million expected. Under expenditures, A. Obi pointed out total expenditures through October of 45%, compared to 42% last year. This takes into account that there are encumbrances, such as in fringe benefits, that have not yet been expended. The Police bill is an estimate, as they bill at the end of the fiscal year. **Motion:** S. Olmstead moved and E. Fuessenich seconded a motion to approve the October financial report as presented. All voted aye and the motion passed.

7. New Business

a. Financial Transfers: None

b. Correspondence: E. Marriott said he emailed the auditor and there were no updates from the last time.

c. Payment of Bills: None

d. Future Agenda Items: E. Marriott noted the 2026 calendar vote will be on the next agenda. He also listed the options for settling our account with David Cappelletti, as it is the responsibility of the Board of Finance to oversee the audit. A. Obi will invite the new auditors for the December meeting to present their update, as the audit is due December 31st. He was confident that the audit will be done by the end of December. E. Marriott will share his files with the new Board of Finance Chairman.

8. Adjourn: Motion: E. Fuessenich moved and J. Lupo seconded a motion to adjourn at 7:21 p.m. All voted aye and the motion carried.

Ann D. Combs, Recording Secretary