

## FINANCE & AUDIT COMMITTEE MEETING MINUTES

Friday, December 19, 2025

**Committee Members in Attendance via Electronic Device:** Ellen McKitterick, Mike Soltis, Holly Williams, Melissa Ziobron

**Committee Members Absent:** Adrienne Cochrane, Andrea Comer

**CT Paid Leave Staff in Attendance via Electronic Device:** Erin Choquette, Amber Forrest, Dave Marcone, Stephanie Oliveras

### 1. Welcome & Call to Order

Committee Chair Holly Williams called the meeting to order at 9:01 A.M. Clerical Assistant Stephanie Oliveras took attendance by roll call and confirmed the existence of a quorum. Ms. Williams acknowledged members of the public.

### 2. Review and Approval of November 21, 2025, meeting minutes

Ms. Williams called for a review of the November 21, 2025, meeting minutes. There was no discussion. Mike Soltis motioned to adopt the minutes, and Ellen McKitterick seconded that motion. All but Ms. Ziobron approved. None opposed. Ms. Ziobron abstained. The motion carried.

### 3. Budget Review Spending to Date

Controller Dave Marcone provided the November 2025 financial reports, which included:

- Actual to Budget Operating Funds for the Month of November 2025
- Actual to Budget Bond Funds for the Month of November 2025
- Bond Schedule (Inception to Date)
- Actual to Budget Contribution Trust Funds for the Month of November 2025
- Contribution Schedule (Inception to Date)
- Statement of Fiduciary Net Position as of November 2025
- Operating Projection FY2026
- Contribution Projection for FY2026

### 4. Old Business

None

### 5. New Business

None

### 6. Adjournment

Ms. Williams asked for a motion to adjourn. Mr. Soltis motioned the adjournment, and Ms. Ziobron seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:24 a.m.

Meeting Recording Here: <https://youtu.be/hTzq742mfFU>

Attachments:

- *Item 3- Budget Review Spending to Date*