

Town of Colebrook, CT
Planning and Zoning Commission
Regular Meeting Minutes, October 14, 2025 @ 6:30 p.m.
Colebrook Town Hall, Land Use Office

1. Call to order: Chairwoman Neal called the meeting to order promptly at 6:30 PM
2. Roll Call, Regular Members Present: Chairwoman Martha, Edward (Ned) Catto, Todd H. Correll, Kevin Robichaud, Will Sweeney

Alternates Present: John X. Fernandez, Aden Ruwet

Alternate Members Absent: Dave Goulet

Other Attendees:

Amy Gillette

3. Agenda Review: Remained as presented.
4. Public Comment: No Public Comments were made.
5. Approval of the Minutes of August 11, 2025. Mr. Robichaud moved and Mr. Correll seconded.
Approval of Minutes of September 11, 2025. Mr. Robichaud moved and Mr. Sweeney seconded. Both sets of minutes were unanimously approved.
6. Old Business.
 - a. 3 Pinney Street
 - i. We received two e-mails from Ms. Ashley Jasmin from 3 Pinney Street. Neither e-mail fulfilled our demands for her rectifying the violations that were identified to her in a letter from Chairwoman Neal. It was agreed that Ms. Jasmin must adhere to the Planning and Zoning Regulations of the Town of Colebrook. This will, yet again, be reiterated in a letter/e-mail from Chairwoman Neal.
 - b. Bohan Road Property
 - i. A letter was sent to the Bohan property regarding the illegal trailer that sits on the property. The letter was returned as being the wrong address. It appears as if the property has been vacated and the trailer is unoccupied.
 - ii. Mazepa Road, Laforge Property

There is a trailer that has been actively occupied with a generator that runs all day and night. A certified letter and a regular mail letter, with a one-hundred and fifty dollar (\$150) fine, were sent to the owner on September 10, 2025. The Certified letter was returned and a second Certified letter and regular letter will be mailed on October 15, 2025 with a second one-hundred and fifty dollar (\$150) fine.

c. POCD

- i. There was a page of the POCD that was dropped in the during the editing process. This was Identified by Ms. Joyce Hemingson and she has reinserted the missing page (s).

d. Tyche Proposal

- i. It was made clear that the Tyche Proposal to serve as Colebrook's consulting ZEO included unlimited calls and e-mails. The contract will go into effect on January 1, 2026 for a six month period and then on July 1, 2026 a one year contract will follow, to align with the Town of Colebrook's fiscal year.

e. Complaint Procedure

- i. We are waiting for a review from legal counsel to get final approval of our new Complaint Procedure. Once this has been reviewed it will go before the Board of Selectman for final approval.

7. New Business

- a. There was no new business to discuss.

8. ZEO Report

a. 139 Bunnell Street

- i. M. Halloran advised the owner that she would have to apply for a Special Exception, per Section 3.B2.4 #14 and 3.B.3.4 #12 of the Colebrook Zoning Regulations.

b. Town Meeting, October 20 at 8:00 PM

- i. For Planning and Zoning Mr. Edward Catto will be resubmitted as a Regular Member of Planning and Zoning
- ii. Ms. Martha Neal and Mr. Dave Goulet have both decided to step down from Planning and Zoning.
- iii. All are encouraged to attend.

9. Correspondence and Bills

None to report.

10. Adjourn

- a. Before adjourning, Chairwoman Neal reminded us that for the November meeting we must do the following:
 - i. Elect the following officers:
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary (as needed)
 - ii. Provide a list of meeting dates for the 2026 Calendar Year.
- b. We all thanked Marty for her leadership, friendship, and for keeping the Commission on track. She will be greatly missed.
- c. Meeting adjourned at 7:25 PM, Mr. Robichaud moved and Mr. Correll seconded, all agreed.

John X. Fernandez, Acting Secretary