

TOWN OF COLEBROOK
Board of Finance
Regular Meeting
Thursday, December 11, 2025
6:00 p.m.
Town Hall Meeting Room

BOF Members Present:

Kathleen Q. Adams
Diane Johnstone

Charles Buchanan
Thomas D. McKeon

Scott T. Norton
Mark Masslon

Others Present:

First Selectman Brad Bremer

Martha Neal

1. The Regular Meeting was called to order at 6:00 p.m. with Vice-Chairman Adams welcoming the new members of the Board of Finance. The contact list was updated.
2. T. McKeon made a motion, seconded by M. Masslon, "*Motion to approve the minutes of the September 11, 2025, Regular Meeting of the Board of Finance.*" Motion passed unanimously.
3. Election of Officers:
 - a. No candidates were presented for the roles of Chairman or Vice-Chairman. The election of offices for these positions was tabled until the February 5, 2026, Regular Meeting.
 - b. S. Norton was elected as the Board of Finance Clerk on a unanimous vote.
4. There was no unfinished business to discuss.
5. B. Bremer presented a request from the Board of Selectmen for a supplemental appropriation in the amount of \$12,600 to engage the Tyche Planning & Policy Group to provide Zoning Enforcement support to the Town of Colebrook. Discussion centered around the services provided by the company, the length of the contract, and office hours. T. McKeon made a motion, seconded by C. Buchanan, "*Motion to approve a supplemental appropriation request in the amount of \$12,600 for the Board of Selectmen to engage the Tyche Planning & Policy Group.*" Motion passed unanimously.
6. Discussion of the school HVAC program regarded remaining weather-dependent work by the town maintenance crew that is awaiting completion and the upcoming ribbon cutting ceremony.
7. D. Johnstone made a motion, seconded by C. Buchanan, "*Motion to approve the 2026 Board of Finance Meeting Calendar.*" Discussion on the motion centered around several corrections/amendments. Motion passed unanimously.
8. T. McKeon made a motion, seconded by D. Johnstone, "*Motion to approve the 2026-2027 Budget Planning Worksheet.*" Discussion on the motion centered on several areas including supplemental motor vehicle taxes and upcoming property re-evaluation figures. Motion passed unanimously.

9. Discussion on the outlook, and potential issues, for the 2026-27 Budget was centered around the impact that increased school populations would have on the various education budgets.
10. Motion was made by C. Buchanan, seconded by M. Masslon, to adjourn the meeting at 6:36 p.m. Motion passed unanimously.

Respectfully Submitted,

Scott T. Norton
Board of Finance Clerk

Attachment:
2026 Board of Finance Regular Meeting Calendar