

Town of Burin – Regular Public Meeting – October 15, 2025

TOWN OF BURIN Public Council Meeting Minutes October 15, 2025

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 6:00 p.m.

Members Present:	Mayor	Kevin Lundrigan
	Councillor	Shane Foote
	Councillor	Karen Inkpen
	Councillor	Rhonda Isaacs
	Councillor	Alison Kavanaugh
	Councillor	Justin Noseworthy

Also Present Were:	Director of Public Works	Troy Hollett
	Town Clerk	Joanne Jackman

Regrets:	Deputy Mayor	Howard Lundrigan
	Town Manager	Leo Hartson

Mayor Lundrigan extended a welcome to all new Council members.

ADOPTION OF AGENDA

Adoption of Agenda – October 15, 2025

Motion #202510-152

Moved By: Councillor Isaacs

Seconded By: Councillor Kavanaugh

Be it resolved that the agenda of the October 15, 2025 regular public meeting be adopted as circulated.

Motion Carried Unanimously.

ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – September 16, 2025

Motion #202510-153

Moved By: Councillor Isaacs

Seconded By: Councillor Inkpen

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Be it resolved that minutes of a regular public meeting held September 16, 2025 be adopted as circulated.

Motion Carried Unanimously.

Adoption of Minutes of Special Council Meeting – September 16, 2025

Motion #202510-154

Moved By: Councillor Isaacs

Seconded By: Councillor Foote

Be it resolved that minutes of a special meeting held September 16, 2025 be adopted as circulated.

Motion Carried Unanimously.

BUSINESS ARISING OUT OF THE MINUTES

In the absence of the Town Manager, Mayor Lundrigan provided an update of items actioned since the last regular meeting of September 16, 2025:

- **Replacement of Garage Doors – Town Depot** – Two larger doors, with new door openers, have been installed in the Public Works Depot as part of Budget 2025. Any usable parts from the old doors will be used in other areas.
- **Main Street Waterline** – Works is progressing on the Main Street Waterline Project. It is anticipated that it will be completed within three weeks. The Director of Public Works updated that work is approximately 70% complete and connections will be made in the Business Park tomorrow.

COMMITTEE REPORTS

Recreation Committee

Councillor Inkpen advised that the Recreation Committee met on October 6, 2025 and provided the following update:

- **Funding Grant** - The Town was successful in obtaining a grant for Recreation in the amount of \$4000.00. The Committee recommends that this grant be used towards the purchase of an expression swing for Central Park.

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Motion #202510-155

Moved By: Councillor Inkpen

Seconded By: Councillor Isaacs

Be it resolved that a Recreation Grant obtained by the Town of Burin in the amount of \$4,000.00 be used towards the purchase of an expression swing for Central Park.

Motion Carried Unanimously.

- **Parking – Alphonsus Warren Soccer Field** - Parking continues to be an issue near the soccer field in Salt Pond. The Committee is awaiting information on the survey results currently being conducted prior to further negotiations with the owner.
- **Recreation Director's Report** - The Committee reviewed the Recreation Director's Report for 2025. A copy of the report is included in correspondence.
- **Splash Pads** - The Town Manager advised the Committee that he had communicated with ACOA and they do not have funding available for splash pads.
- **Town Recreation** – The Committee held a brief discussion in relation to future plans and ideas for recreation. Discussion will continue as a part of a Strategic Thinking process in the future.

Planning & Development Committee

Councillor Isaacs, Chairperson, advised that the Planning & Development Committee met on October 6, 2025 and advised of the following:

- **EDANL** - The Committee posed a question as to why the Town did not have a representative present at the annual meeting of Economic Development Association of Newfoundland and Labrador meetings that were held in St. Anthony. The Town Manager advised the Committee that he was not familiar with the organization and would investigate if it would bring value to the Town to become a member.
- **Medical Students Conference** - The Committee held a brief discussion on the Medical Conference held annually at the Oldest Colony Trust for which the Town of Burin is a sponsor. The Committee recommends setting up an in-person meeting with Jacqueline Fewer, Academic Program Administrator (Eastern) for MUN Distributed Medical Education.

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Motion # 202510-156

Moved By: Councillor Isaacs

Seconded By: Councillor Kavanaugh

Be it resolved that the Town of Burin set up an in-person meeting with the Academic Program Administrator for MUN Distributed Medical Education to discuss the medical conference held annually at the Oldest Colony Trust.

Motion Carried Unanimously.

- **Website** - The Committee inquired on the status of the new website. Staff advised that they are currently working with the contractor to correct some information that was presented in the draft copy. The Town Clerk updated that weekly sessions are taking place with the Contractor for a detailed review of the draft website and to make necessary corrections. This is a lengthy process but staff is aiming to have the website live within one month.
- **Strategic Plan** - Carried over from previous Council, the Committee spoke on the timeframe to discuss the need for a new strategic plan. Once the Council gets settled into their new roles, this item will be brought back to the agenda.
- **Former Search and Rescue Base** - A failed attempt to have the federal government remove the former Search and Rescue wharf in Burin was discussed. The Committee was advised that Mayor Lundrigan has written Minister of Fisheries and Oceans, Joanne Thompson, requesting that funding be secured for the removal of the former Search and Rescue Station Wharf and a suitable structure be reinstated for the Town of Burin purposes.

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on October 7, 2025 and advised of the following:

Truck Tender - The Tender for a new 550/5500 Series Plow Truck was sent to six dealerships by the Director of Public Works. One tender was received at a final price of \$147,544.24 plus HST of \$22,129.99 for grand total of \$169,663.23. The Committee refers to Finance Committee for approval.

Dump Box - The Committee recommends that the dump box purchased for the 2006 truck in 2017 be placed up on tender.

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Motion #202510-157

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that the dump box purchased in 2017 for the 2006 truck be placed up on tender.

Motion Carried Unanimously.

Crosswalk Quote - The Committee reviewed the quote for the cost of materials and installation for two crosswalk signs on Main Street near the Burin Business Park. The Committee refers to the Finance Committee for approval.

Public Pathway - The public path between Police Road and Rocky Lane has been identified. A new set of steps will be constructed coming off of Rocky Lane to allow for a safe transition to the pathway.

Long Cove Square Road Upgrades - In response to a concern raised by a resident of Long Cove Square, some piping and culvert work is required in the spring of 2026. At an estimated cost of \$25,000, the Committee suggests that this be included in Budget 2026.

Memorial Crosswalk - The Committee held discussion regarding the installation of a memorial crossing in the area of the cenotaph in front of the Town Office. Councillor Noseworthy will forward information he has received from the College of the North Atlantic to complete this work.

Municipal Capital Works 2026 - The application(s) have been submitted for the upgrades to the lift station across from the hospital, lift station on Eagle Road and the force main on Eagle Road. Three individual applications had to be submitted rather than one. The application for a water quality study for Big Pond has been also submitted.

Finance Committee

Councillor Isaacs advised that the Finance Committee met on October 7, 2025 and presented the following recommendations:

- **MNL Convention** - The MNL Convention is taking place in Corner Brook this year. Mayor Lundrigan, the Town Manager and one other member of Council normally would attend. The Committee recommends that the opportunity be given to the newer Council members. Councillor Kavanaugh and Councillor Inkpen both expressed interest. A draw was held and Councillor Kavanaugh will be attending.
- **Public Works Requests - Plow Truck Tender** - One tender was received from Avalon Ford Sales. The Committee recommends purchasing a new truck for snow removal at a price of \$147,533.24 plus HST of \$22,129.99 for a grand total of \$169,663.23.

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Motion #202510-158

Moved By: Councillor Isaacs

Seconded By: Councillor Kavanaugh

Be it resolved that the Town of Burin accept a tender from Avalon Ford Sales for the purchase of a 2025 Ford Super Duty F-550 plow truck at a total cost of \$169,663.23, HST included.

Motion Carried Unanimously.

- The Committee recommends that the plow truck be financed internally and paid back over a five year term at an annual installment of \$33,933.

Motion #202510-159

Moved By: Councillor Isaacs

Seconded By: Councillor Noseworthy

Be it resolved that the purchase of the new plow truck be financed internally and paid back over a five year term at an annual instalment of \$33,933.

Motion Carried Unanimously.

5500 Dodge Ram – There are issues with the steering in this truck. Parts to fix it are approximately \$3500 with work to be completed at Hickman Motors.

- **Crosswalk Light** - The Committee recommends approval of the Crosswalk Light for near the Business Park, pending Government installation approval, at a cost of \$24, 985.00 plus HST of \$3,737.00, for a total cost of \$28,732.00.

Motion #202510-160

Moved By: Councillor Isaacs

Seconded By: Councillor Foote

Be it resolved that the Town of Burin approve a new crosswalk light near the Business Park, pending government installation approval, at a total cost of \$28,732.00, HST included.

Motion Carried Unanimously.

- **Burin Business Park** - Discussion was held regarding the cost of land at the Burin Business Park. The Town Manager advised that there was an individual looking for land to develop but was inquiring on the price. The Committee recommends that land within the Burin Business Park be sold at 25 cents per square foot.

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Motion #202510-161

Moved By: Councillor Isaacs

Seconded By: Councillor Noseworthy

Be it resolved that land located within the Burin Business Park be sold at a cost of 25 cents per square foot.

Motion Carried Unanimously.

- **Land Purchase** - The Committee discussed a request to purchase land at the Burin Business Park at a cost of 25 cents per foot from Grand Fairways Resort Cottages. The size of the land is approximately 103 meters by 205 meters. A property survey will give an exact lot size. The Committee recommends selling the land to Grand Fairways Resorts at the Burin Business Park.

Motion #202510-162

Moved By: Councillor Isaacs

Seconded By: Councillor Inkpen

Be it resolved that the Town of Burin approve a request from Grand Fairways Resort Cottages to purchase a parcel of land measuring approximately 103 meters x 205 meters at Burin Business Park. A property survey will determine the exact lot size.

Motion Carried Unanimously.

- **Working Budget Day 2026** - The Committee will be conducting the Municipal Budget to Government exercise on November 25, 2025 with the budget being reviewed and presented for approval in early December 2025.
- **Christmas Lights** - The Committee discussed the cost of lighting and labour involved in the Christmas light display on the municipal grounds. Council agreed to obtain three quotes to install Govee Pro permanent lights on the main buildings for consideration at the next Finance Committee meeting. Specs to include a breakdown of the price.

Motion #202510-163

Moved By: Councillor Isaacs

Seconded By: Councillor Kavanaugh

Be it resolved that the Town of Burin obtain three quotes for the purchase and installation of Govee Pro permanent lights for the main Town buildings for consideration at the Finance Committee meeting. Quotes are to include a breakdown of the price.

Motion Carried Unanimously.

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ACCOUNTS PAYABLE / INVOICES

The following list of payments were reviewed and presented for approval:

- *Appendix “A”* – *Cheque # 050938 - # 051002 – Totalling \$111,457.82*
- *Appendix “B”* - Pre-Authorized Bank Payments (NL Power & Eastlink)
(August 1 – Sept. 30, 2025) totalling - **\$ 34,417.06**
- *Appendix “C”* – Capital Accounts (August 1 – Sept. 30, 2025)
Acct #362-18 totalling - **\$ 21,352.74**

Capital Accounts (August 1 – Sept. 30, 2025)
Acct #340-10 totalling - **\$ 1,733.63**

Capital Accounts (August 1 – Sept. 30, 2025)
Acct #341-18 totalling - **\$ 92,333.50**

Grand Total = \$ 261,294.75

Motion #202510-164

Moved By: Councillor Isaacs
Seconded By: Councillor Noseworthy

Be it resolved that the lists of payments attached as Appendix “A”, Appendix “B” & Appendix “C”, totalling \$261,294.75, be paid as presented.

Motion Carried Unanimously.

CORRESPONDENCE

REVIEW		
From	Regarding	Action
1. Marystown Marlins Swim Team	Thank you for sponsorship.	No action required.
2. Municipal Assessment Agency	Notice of MAA Board Elections & Call for Nominations.	Information.
3. Mayor Lundrigan	Copy of Letter sent to Hon. Joanne Thompson, Minister for Fisheries & Oceans.	Discussed in Planning & Development.

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REVIEW (Cont'd)		
From	Regarding	Action
4. Ian Edwards	Aylward's 1975 Ltd and Burin Soccer Field - Parking	Discussed in Recreation Committee.
5. Municipalities NL	Welcome to new Council.	No action required.
6. Municipal Assessment Agency	Call for Nominations – Eastern Region Director	Any Council member that is interested in being nominated can inform the staff.
7. Construction Signs Ltd.	Quote – Crosswalk Light	Discussed in Finance Committee.
8. Avalon Ford Sales	Quote – 2025 Ford Super Duty F-550	Discussed in Finance Committee.
9. Ryley Warren, Recreation Director	2025 Summer Recreation Report.	Discussed in Recreation Committee.

NEW BUSINESS

- **Tourism & Special Events Committee** - There was a brief discussion regarding upcoming special events. The Committee agreed to arrange a meeting prior to the next Council meeting.

MOTION OF ADJOURNMENT

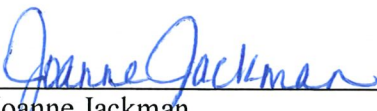
Motion #202510-165

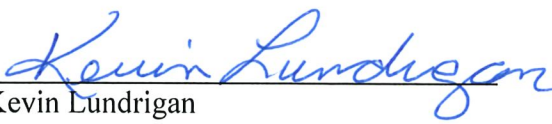
Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that the regular public meeting adjourn at 6:40 p.m.

Motion Carried Unanimously.


Joanne Jackman
Town Clerk


Kevin Lundrigan
Mayor