

Town of Burin Regular Public Meeting – September 16, 2025

TOWN OF BURIN Public Council Meeting Minutes September 16, 2025

Members Present:	Kevin Lundrigan	Mayor
	Howard Lundrigan	Deputy Mayor
	Everett Farwell	Councillor
	Shane Foote	Councillor
	Betty Francis	Councillor
	Rhonda Isaacs	Councillor
	Mary Myles	Councillor
Also Present:	Leo Hartson	Town Manager
	Troy Hollett	Director of Public Works
	Joanne Jackman	Town Clerk

The meeting was called to order by Mayor Lundrigan at 5:00 p.m.

ADOPTION OF AGENDA

Adoption of Agenda – September 16, 2025

Motion #202509-141

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the agenda of the September 16, 2025 regular public meeting be adopted as circulated.

Motion Carried Unanimously.

ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – August 19, 2025

Motion #202509-142

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that minutes of a regular public meeting held August 19, 2025 be adopted as circulated.

Motion Carried Unanimously.

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Adoption of Minutes of Privileged Meeting – September 10, 2025

Motion #202509-143

Moved By: Councillor Isaacs

Seconded By: Councillor Francis

Be it resolved that minutes of a privileged meeting held September 10, 2025 be adopted as circulated.

Motion Carried Unanimously.

BUSINESS ARISING OUT OF THE MINUTES

The Town Manager provided an update of items actioned since the last regular meeting of August 19, 2025:

- **Clean Up Order** - A clean up order was issued to 21 Harbourview Drive with 21 days to have the property cleaned up. The letter was sent August 8, 2025. The Town Manager has spoken to the resident and he is still continuing to clean up his property.
- **Main Street Waterline** - Mallay's Industrial Service was the successful bidder for this project. A kick off meeting was conducted involving Meridian Engineering, Mallay's Industrial Services and the Town of Burin. Work commenced September 10, 2025 to identify required temporary water to businesses and residents. The project is progressing smoothly.
- **Shalloway Drive** - Shalloway Drive paving is completed and the funding approval letter from the Department of Municipal Affairs and Community Engagement is included in correspondence for review.
- **Former Appleby's Supermarket** – The former Appleby's Supermarket has been dismantled and removed by the new owners.

COMMITTEE REPORTS

Planning & Development Committee

Councillor Farwell, Chairperson, advised that the Planning & Development Committee met on September 9, 2025 and provided the following update:

- **Rezoning Process** - The Committee was advised that staff have made contact with the Consultant who has done previous work with rezoning in the Town. She is now working on changing 100 feet depth of land currently zoned as Comprehensive Development to

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Residential Medium Density from South of Berry Hill Drive to Greenhill Road.
Approximate cost is \$1,500.00.

- **Cross Walk Lights** - Over the years, several people have brought forward concerns to Council over the crosswalks in the school zone by Pearce Junior High. In a meeting with Minister Elvis Loveless and Minister Paul Pike, this issue was brought forward to the Department of Transportation and Infrastructure. We anticipate getting approval to be able to install crosswalk lights in the area but it would be a cost that the Town of Burin would be responsible for.

The Committee recommends that pricing be obtained for pedestrian push button crosswalk lights that would stop all traffic when there is someone in the crosswalk. Public Works updated that the quote is approximately \$25,000.00.

- **Snow Clearing and Ice Control Policy** - Chairperson Farwell brought forward some suggestions that should be considered in future Town Policy. These suggestions will be passed to the new Planning and Development Committee of Council.
- **Chairperson Remarks** - Planning and Development Chairperson, Councillor Everett Farwell, thanked his fellow Committee members and staff for the work done over the years towards Planning and Development issues for the Town of Burin. He wished everyone well going forward in the new Council.

Recreation Committee

Councillor Isaacs, Chairperson, advised that the Recreation Committee met on September 9, 2025 and provided the following update:

- **Funding Grant** - The Town was successful in obtaining a grant for Recreation in the amount of \$4,000.00. The Committee will defer any expenditure until the new Recreation Committee is identified.
- **Parking – Alphonsus Warren Soccer Field** - Parking continues to be an issue near the soccer field in Salt Pond. This will be an issue for the new Council and Recreation Committee to deal with prior to the next soccer season.

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Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on September 9, 2025 and presented the following recommendations:

- **Burin Bay Arm Sewer Outfall** - The Committee stressed the urgency on getting this project completed. The Public Works Director advised that this work is now completed.
- **2009 3500 Chevrolet** – The truck was taken out of service until repair is made to its floor. It is now repaired and back in service.
- **5500 Series Truck** - The Committee recommends moving forward to obtain pricing on a new 550/5500 series plow truck for the Public Works Department. The Public Works Director will reach out to the various suppliers and bring back to Council for consideration.

Motion #202509-144

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin obtain pricing for a new 550/5500 series plow truck for the Public Works Department.

Motion Carried Unanimously.

- **Police Road - Block Job** - Work continues on Heritage Square Phase IV. Construction block, guard rail and posts have been ordered to be dropped at site while the area is being prepared for construction. This is cost shared with the three levels of government. The Public Works Director advised that the guard rail work is now completed.
- **Main Line Water Repairs – Route 210** - Water Main Line Route 210 upgrades happening near the hospital are posted on social media. Contractor was advised to reach out to the Principal of Pearce Junior High regarding student traffic.
- **Depot Garage Doors** - The Committee reviewed three quotes for the replacement of some of the garage doors at the Town Depot. CASA Construction was the lowest bid. The Public Works Director will reach out to the contractor. This is a budgetary item.
- **Parson's Point – Traffic Inquiry** - The Committee reviewed correspondence from a resident regarding parking on Parson's Point Road. The Committee suggests that staff monitor any traffic issues in the area as complaints from the area are rare. The Town Manager has responded to the resident.

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- **Port Au Bras Water Supply** - The Committee was made aware that the programming software was not working correctly at the Port Au Bras Water Treatment building. The Public Works Director has been assured that it will be fixed by the end of the month. The flow meter has been repaired under warranty.
- **Public Pathway – Police Road to Union Road** - The Committee discussed the public pathway adjacent to Police Road. The Town Manager stated that he had a conversation with a local parent seeking clarity on the exact location of the public path. Public Works to identify and the path way will be added to our list for maintenance.

Finance Committee

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on September 8, 2025 and presented the following recommendations:

- **Write Offs** – The Committee reviewed and recommend writing off a list of accounts as presented.

Motion #202509-145

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Myles

Be it resolved that a list of accounts be written off as presented.

Motion Carried Unanimously.

- **Accounts Payable / Invoices** - The following list of payments were presented and reviewed for approval:
 - **Appendix “A”** – Cheque # 050873 - #050937 – Totalling **\$169,032.61**
 - **Appendix “B”** - Pre-Authorized Bank Payments (NL Power & Eastlink) (June 1 – July 31, 2025) totalling - **\$ 34,417.06**
 - **Appendix “C”** – Capital Accounts (June 1 – July 31, 2025)
Acct #362-18 totalling - **\$ 77,044.25**

Capital Accounts (June 1 – July 31, 2025)
Acct #340-10 totalling - **\$ 76,162.73**

Capital Accounts (June 1 – July 31, 2025)
Acct #341-18 totalling - **\$ 111,964.00**

Grand Total = \$ 468,620.65

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Motion #202509-146

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis

Be it resolved that the lists of payments attached as Appendix “A”, Appendix “B” & Appendix “C”, totalling \$468,620.65, be paid as presented.

Motion Carried Unanimously.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Application #SEPT2025-01 – To construct a 24 x 30 residential shed at 41 Augustus Drive

Motion #202509-147

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis

Be it resolved that Application #SEPT2025-01 to construct a 24 x 30 residential shed at 41 Augustus Drive be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #SEPT2025-02 – The Wildflower Den (Tara Edwards) – Operation of a Family Day Home at 38 Seaview Drive

Motion #202509-148

Moved By: Councillor Isaacs

Seconded By: Councillor Myles

Be it resolved that Application #SEPT2025-02 to operate a Family Day Home, the Wildflower Den, at 38 Seaview Drive be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

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Application #SEPT2025-03 – Dale’s Redline (Dale Whelan) – Construction of a 16 x 45 extension to Autobody Shop at 239 Main Street

Motion #202509-149

Moved By: Councillor Foote
Seconded By: Councillor Myles

Be it resolved that Application #SEPT2025-03 from Dale’s Redline (Dale Whelan) to construct a 16 x 45 extension to Autobody Shop at 239 Main Street be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #SEPT2025-04 – La Vie en Rose Dance Studio (Alden Spencer) – Operation of a dance studio at 135 Main Street

Motion #202509-150

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Francis

Be it resolved that Application #SEPT2025-04 from Alden Spencer to operate La Vie en Rose Dance Studio at 135 Main Street be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

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CORRESPONDENCE

<i>Discussion</i>		
From	Regarding	Action
1. Friends of Daffodil Place	Request for financial support.	Referred to Finance Committee.
<i>Review</i>		
1. Dept. of Municipal Affairs & Community Engagement	Capital Investment Plan approval.	Information.
2. Councillor Everett Farwell	Snow Clearing & Ice Control Policy suggestions.	Information
3. Town of Burin	Tender ad & specifications for new 2025/26 550/5500 Series Plow Truck.	Information.
4. Town of Burin	Copy of letter sent to Minister Loveless regarding contracting ditching job near 523 Main Street.	Information.

MOTION OF ADJOURNMENT

Motion #202509-151

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that the regular public meeting adjourn at 5:20 p.m.

Motion Carried Unanimously.


Joanne Jackman

Town Clerk


Kevin Lundrigan

Mayor