



# TOWN OF MAIN BROOK

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## 1. CALL TO ORDER

Minutes for the regular public meeting of council held on **November 10th, 2025 @ 6:30pm** at the Town Office Chambers Room

## 2. ROLL CALL

### Presiding:

Mayor Ian Brenton

### Members of the Council:

Deputy Mayor Danielle Smith

Councilor Ben Wiper (By phone)

Councilor Donna Gibbons Caines

Councilor Kayla Pilgrim

Councilor Troy Rumbolt (By phone)

**Members of the Council Absent with Regrets:** Councilor Teresa Noble

### Staff Members:

Town Clerk – Sandra Soman

## 3. ADDITIONS AND ADOPTIONS OF AGENDA

### Resolution #2025-0138

#### Councilor Donna Gibbons Caines/ Councilor Kayla Pilgrim

Be it resolved to adopt the agenda as presented

In favor: 6- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines

Against: 0

Abstain: 0

**Resolution #2025-0138 CARRIED**

## 4. BUSINESS ARISING

### GICB

Mayor Ian Brenton advised Council that several concerns had been raised regarding the proposed multipurpose building and requested that all Councilors bring forward their questions and issues for discussion. Councilor Donna Gibbons stated that she did not understand the need for a large kitchen, cold storage area, bathroom, and shower. Mayor Ian Brenton explained that separate bathroom and shower facilities are required for the Fire Department, including space to clean gear upon returning from a fire. Councilor Kayla Pilgrim questioned the necessity of a cold storage area. Town Clerk Sandra Soman clarified that the first garage bay is intended to house the fire truck and the second bay to house the Fire Department ambulance.

Town Clerk Sandra Soman further explained that to begin construction the Town may need to secure an overdraft, noting that Gerard has requested \$20,000 to commence groundwork. She advised that if a line of credit is used, it must be repaid within the fiscal year-end, which may be impractical given that grant reimbursements take time to process. As a result, the Town may need to use existing funds temporarily until financing and project arrangements are finalized. Councilor Donna Gibbons Caines asked whether this approach would be safe. Town Clerk Sandra Soman responded that once the agreement is signed and the initial budget is submitted, reimbursement typically takes four to six weeks, allowing the Town to repay any interim funds. Mayor Ian Brenton asked what financial impact the project would have on taxpayers. Town Clerk Sandra Soman noted that the Fire Department is conducting a 50/50 draw and that the Town may contribute labour and excavator time as in-kind support. Councilor Ben Wiper added that there is a list of eligible in-kind contributions that can be used toward the Town's share and emphasized that these should be approved by the Department before the agreement is signed. Town Clerk Sandra Soman reported that the Town currently has \$11,649.53 available in the Project Account, which is insufficient for the initial groundwork, and therefore funds may need to be taken from the Scotia Bank general account. Councilor Ben Wiper suggested the Town inquire with the Department to confirm whether expenses incurred prior to signing the agreement would be eligible for reimbursement. Finally, Mayor Ian Brenton asked whether the scope of work could be adjusted, as he believes the interior layout requires reconsideration. Councilor Troy Rumbolt recommended that Council prepare a written list of concerns and discuss them with residents at the next public meeting, to gather input on how the building should proceed once it is enclosed.

**Resolution #2025-0139**

**Councilor Troy Rumbolt/ Councilor Donna Gibbons Caines**

Be it resolved to spend the \$10,000.00 from the general account and \$10,000.00 from the project account to pay for the initial groundwork for the multipurpose building for the Contractor Gerard Chayter.

In favor: 6- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines

Against: 0

Abstain: 0

**Resolution #2025-0139 CARRIED**

Mayor Ian Brenton and Councilor Troy Rumbolt noted that they will contact Gerard Chaytor to discuss the work plan in greater detail, including the initial cost required to proceed with the groundwork. Councilor Ben Wiper also advised that the agreement includes specific accessibility requirements and emphasized the importance of ensuring that the contractor fully complies with those standards throughout the project.

**Letter for Randy Strangemore**

Mayor Ian Brenton stated that an apology letter should be issued to Deputy Fire Chief Randy Strangemore to clarify the wording of the previous correspondence. He noted that it was not the intent of the letter to cause concern, and that the intended message was that any maintenance work requiring Town involvement should be brought forward through the proper Council

channels. Town Clerk Sandra Soman advised that she will draft the reply letter and circulate it to Council for review, after which Council can determine whether it is appropriate to send.

**Defibrillator Pads**

**Resolution #2025-0140**

**Councilor Kayla Pilgrim/ Councilor Donna Gibbons Caines**

Be it resolved to purchase the defibrillator pads for the Community Centre  
In favor: 6- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper,  
Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines

Against: 0

Abstain: 0

**Resolution #2025-0140 CARRIED**

**Camera for the Council Building**

Town clerk Sandra Soman mentioned that both Town's computers are outdated for the camera to work. She also mentioned that she checked the return date in Amazon and the return date was in September, and we have passed the return date. Councilor Kayla Pilgrim mentioned that if we directly contacted the Amazon dealer for the product then you can return it back.

**Town Manager Position**

Town Clerk Sandra Soman advised that advertising the position on Indeed requires a paid posting and, therefore, she will need a formal motion from Council to proceed with that expense. She also noted that the job advertisement has already been circulated to all towns as well as the Chamber of Commerce. Mayor Ian Brenton recommended that the posting also be forwarded to MNL and PMA for wider distribution.

**Resolution #2025-0140A**

**Councilor Kayla Pilgrim/ Deputy Mayor Danielle Smith**

Be it resolved to move into a Closed Session to discuss an HR and Legal matter.  
In favor: 6- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper,  
Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines

Against: 0

Abstain: 0

**Resolution #2025-0140A CARRIED**

Council ended the Closed Session and resumed the regular meeting.

Call to Close

**Resolution #2025-0141**

**Mayor Ian Brenton/ Deputy Mayor Danielle Smith**

Be it resolved to close the meeting

In favor: 6- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines

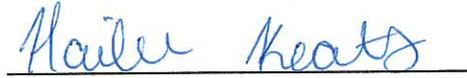
Against: 0

Abstain: 0

**Resolution #2025-0141 CARRIED**



Mayor



Town Clerk