



TOWN OF MAIN BROOK

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1. CALL TO ORDER

Minutes for the regular public meeting of council held on December 23rd, 2025 @ 2:00pm in the Town Office Chambers Room.

2. ROLL CALL

Presiding:

Mayor Ian Brenton

Members of the Council:

Deputy Mayor Danielle Smith (via phone)
Councilor Ben Wiper
Councilor Donna Gibbons Caines
Councilor Kayla Pilgrim
Councilor Troy Rumbolt (via phone)
Councilor Teresa Noble

Staff Members:

Town Clerk - Sandra Soman

3. ADDITIONS AND ADOPTIONS OF AGENDA

Code of Conduct
Timesheets request

4. ADOPTION OF MINUTES/SIGNATURES

November 10th meeting minutes - Deferred to next meeting
November 17th meeting minutes - Deferred to next meeting

5. BUSINESS ARISING.

Councillors had a quick discussion regarding the arrears. Council instructed Town Clerk Sandra Soman, to call NorPen and arrange for the garbage pickup to be discontinued for those residents, who are in arrears and are not making regular payments.

GICB

The Town Clerk Sandra Soman, provided a brief overview of the current status of the grant application. She advised that the Town must respond to confirm that it wishes to proceed with the original application, after which the signed agreement will be issued.

Council members expressed concerns regarding cash flow and indicated that they are not comfortable committing funds for drawings or electrical work until the grant funds have been received.

The Town was also asked by Gerard to provide an updated floor plan with accurate dimensions. The original application was based on drawings prepared by former Maintenance Worker Peter Stevens, which were accepted as part of the application.

Council discussed that once the agreement is signed, the Town will be able to begin submitting claims. Councillor Ben Wiper noted that finalized plans are not required to proceed with signing the agreement and suggested moving forward with the agreement first, then using the available funding to cover the costs of the required plans and quotes.

Council agreed that more detailed drawings will be needed. Councillor Wiper also noted that former Councillor William Baldwin, who previously worked through a similar process with Service NL for the Wharf building, may be able to assist with obtaining bids for the drawings, as he is familiar with Service NL's requirements.

Motion #2025-0176

Councillor Ben Wiper/ Councillor Donna Gibbons Caines

Be it resolved that Council shall not incur any additional expenditures on GCIB until such time that we receive our advance on funds from our funding partner.

In favor: 7 -Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councillor, Kayla Pilgrim, Councillor Ben Wiper, Councillor Donna Gibbons Caines, Councillor Teresa Noble, Councillor Troy Rumbolt

Against: 0

Abstain: 0

Motion #2025-0176

JCP

Town Clerk Sandra Soman advised Council that she had a phone conversation with a representative from the department regarding the project timeline. The project was approved for 35 weeks; however, she noted that the scope of work could potentially be reduced to approximately 10–14 weeks. As approved, the project would need to begin in January, with a required start date no later than January 12.

The completion of the Dog Park was included in the application and was approved as part of the project. Council expressed concern that some of the tasks outlined in the application may not be completed within the timeframe, particularly due to snow conditions that may prevent work from being carried out before the contract period ends.

Council discussed whether it may be possible to amend the project start date. The Town Clerk advised that she would contact the department to confirm whether any changes to the start date could be made and will report back to Council.

Mayor Ian Brenton called a recess at 2:30pm

All Councilors returned to the meeting at 2:35pm

Code of Conduct

Mayor Ian Brenton presented the Code of Conduct document to Council for review. Council discussed the contents of the document and it was noted that some revisions may be required for a future version. Councilors are required to sign the current version of the Code of Conduct that was reviewed during the meeting to acknowledge their understanding and compliance. It was further noted that the required Code of Conduct training for Council members has now been completed.

6. NEW BUSINESS

7. CORRESPONDENCE SESSION

8. TOWN'S FINANCE REPORT

9. CALL TO CLOSE

Motion #2026-0177
Councilor Teresa Noble

Be it resolved to call the meeting to close.

In favor: 7 -Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor, Kayla Pilgrim,
Councilor Ben Wiper, Councilor Donna Gibbons Caines, Councilor Teresa Noble,
Councilor Troy Rumbolt

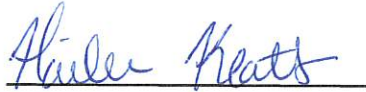
Against: 0

Abstain: 0

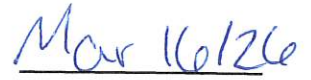
Motion #2025-0177



Mayor



Town Clerk



Date of Adoption